



AGENDA

REGULAR COUNCIL MEETING
Council Chambers
Friday, November 20th, 2020 – 1:00 p.m.

NOTE: A Closed Session will commence at the end of the meeting.

1. **Call the Meeting to Order**
Moment of Silence to honour the memory of Ross MacKay.
2. **Approval of Agenda**
3. **Declaration of Pecuniary Interest and the General Nature Thereof**
4. **Delegations/Presentations**
 - (a) **Delegations**
 - (i) Cheryl Philip re: [Severance of Lot 4, Con 7, Bethune Twp.](#)
 - (ii) Nick Ryeland, on behalf of the Park to Park Trail Association re: [Update and request for support](#)
 - (iii) Thomas Reidy and Marta Janik, and Nick and Daniela Canciu re: [Request to purchase Road Allowance](#)
 - (iv) Yasmin Roshanali and Kathy Roi re: [Fitness](#)
 - (b) **Presentations - Nil**
5. **Minutes**
 - (a) **Adoption of Minutes**
 - (i) **Special Meeting**, [Draft Minutes – October 29th, 2020](#)
 - (ii) **Special Meeting**, [Draft Minutes – October 30th, 2020](#)
 - (iii) **Regular Meeting**, [Draft Minutes – October 30th, 2020](#)
 - (iv) **Public Meeting**, [Draft Minutes – October 30th, 2020](#)
 - (b) **Receive Committee Minutes**
 - (i) **Joint Waste Management Committee –** [Draft Minutes, October 28, 2020](#)
6. **Committee Resolutions for Consideration - Nil**
7. **Public Meetings (Pursuant to the *Planning Act*) - Nil**
8. **Public Meetings (Pursuant to the *Municipal Act*) - Nil**
9. **Unfinished Business - Nil**
10. **Reports and By-laws**
 - (a) **Building**
 - (i) **Report and Resolution re:** [Building Department Vehicle](#)
 - (b) **Planning**
 - (i) **Report and Resolution re:** [Amendment to Zoning By-law No. 2002-28, as amended RZ-02-20 \(PRATT\)](#)
 - (ii) **By-law No. 2020-xx re:** To amend Zoning By-law No. 2002-28, as amended RZ-02-20 (PRATT)
 - (c) **Operations**

- (i) **Transfer Station Report – [for the period October 23, 2020 to November 10, 2020](#)**

(d) Administration

- (i) **By-law No. 2020-xx re:** Appoint a Member to Fill the Vacancy on Council for the position of Councilor at Large
- (ii) **Mike Rickward re:** Declaration of Office
- (iii) **Information and By-law No. 2020-xx re:** Wedding Officiant
- (iv) **Discussion and Resolution re:** 2020 Christmas Decorating Contest
- (v) **Discussion and Resolution re:** Appointment of Judges for Decorating Contest
- (vi) **Discussion and Resolution re:** Christmas Holiday Office Closure
- (vii) **Discussion and Resolution re:** 2021 Council Meeting dates
- (viii) **Discussion and Resolution re:** Use of KCC Gym for LPAT Proceeding
- (ix) **Resolution re:** Lions Christmas Telethon

Treasury

- (i) **Report and Resolution re:** [Payment Register](#)
- (ii) **Report and Resolution re:** Christmas Turkeys for Staff

(f) Fire and Emergency Services

- (i) **Report re:** [Fire Chief, Fire Department Report for Regular Council Meeting on November 20, 2020](#)

(g) Facilities and Buildings - Nil

(h) Council Presentations

- (i) **Mayor Ballantyne discussion re:** Public Access to Town Office
- (ii) **Councilor Philip discussion re:** Procurement By-law; Non-emergent road closures; Cooling / Warming Centre

11. Correspondence

(a) Action Items

- (i) **Township of Ryerson; Township of McMurrich Monteith re:** [Resolution confirming continued participation in the Mutual Assistance Agreement](#)

(b) Information Items

- (i) **Municipality of Magnetawan re:** [Supplemental EMS Levy](#)
- (ii) **North Bay Parry Sound District Health Unit re:** [Memorandum of Understanding for Health System Emergency Preparedness Support: Influenza Centres during COVID-19 Pandemic](#)
- (iii) **Almaguin Highlands Health Centre re:** [November 6, 2020 draft Minutes: Key Areas of Focus & Progress – November 2020](#)
- (iv) **Muskoka Algonquin Health Centre re:** [Important information for Partners and Leaders](#)
- (v) **District of Parry Sound and Special Services Administration Board re:** [Monthly Report – November 2020](#)

12. Other Business - Nil

13. Closed Session

Council will enter into a Closed Session for discussion regarding:

- (a) labour relations or employee negotiations (x 2)

14. Business Arising from Closed Session

15. Confirming By-Law

By-Law 2020-xx being a By-law to confirm the proceedings of Council at its Public Meeting on October 30th, 2020; at its Special Meeting held on November 5th, 2020; and at its Regular Meeting held on November 20th, 2020.

16. Adjournment

2020 11 17



Town of Kearney

8 Main Street, P.O. Box 38 Kearney, ON P0A 1M0

Telephone: 705 636-7752

Fax: 705 636-0527

Email: admin@townofkearney.ca

NAME: CHERYL PHILIP

MAILING ADDRESS: 312 BALSAM DR. Box 102

KEARNEY, ONTARIO P0A 1M0

PHONE NO: 705-636-5148

COUNCIL MEETING DATE: NOVEMBER 20, 2020

GENERAL NATURE OF DELEGATION: TO PRESENT A REQUEST FOR SEVERENCE OF MY PROPERTY LOCATED AT LOT 4 CON 7 BETHUNE AT THE END OF LAWSON DRIVE

A WRITTEN COPY OF THE PRESENTATION IS REQUIRED WITH ALL DELEGATION REQUESTS

The personal information contained in communications directed to Council and its Advisory Committees is collected under the authority of the Municipal Act, 2001, as amended, and will be used to assist Council and Committee Members in their deliberations. Questions about this collection should be addressed to the Town Clerk at 8 Main Street, Box 38, Kearney, Ontario, P0A 1M0, by telephone 705 636 7752, or by email brenda.fraser@townofkearney.ca.

Communications addressed to Council and its Advisory Committees will become part of the public record and will be placed on a public agenda and made available electronically through the Town of Kearney internet website. Anonymous communications sent to Council or to its Committees will NOT be accepted.

I acknowledge that personal information contained within my communication(s) may become part of the public record and may be made available to the public through the Council/Committee process.

CP
(initials)

SIGNATURE: Cheryl Philip

DATE: Nov 12/2020

Madam Mayor, Council.

I am the co-owner of Part Lot Concession 7 in the Township of Bethune in the Town of Kearney. This property is 71.5 acres in total. It is our desire to sever off four lots by way of a Consent Application to transfer to our children and grandchildren. I have included a map of the configuration. Because we are transferring to family members, we would be grateful if we could do so with as little expense as possible. The access road through our property and to an adjacent owner's property, has already been surveyed and registered as a 66 foot right of way in May of 1977.

In 2017 and further in 2018, a consent application for four lots was presented to council for the adjacent property and was subsequently approved by council. An engineering report presented by Duke Engineering to address the access road was provided for council on November 20th, 2017. See attached. This roadway was owned by me then and is still owned by me now.

I feel that I am asking for no more than the adjacent property asked for and would appreciate the same consideration that the previous applicant received from council.

Thank You

Cheryl Philip

PLAN

PART

2

LAKE

16

REGISTER

17

ROAD

ORIGINAL SHORE ROAD

PART 1 PLAN 42R-1782R
Subject to Right-of-Way

LYNX LAKE ROAD, KNOWN AS LAKE

PROPOSED SEVERED 1
AREA= 2.0 ha.

PROPOSED SEVERED 2
AREA= 2.0 ha.

PROPOSED SEVERED 3
AREA= 1.4± ha.

PROPOSED SEVERED 4
AREA= 2.1± ha.

ZONING:
RURAL EXCEPTION 3
(RU-3)

ZONING:
RURAL EXCEPTION 3
(RU-3)

ZONING:
HAZARD (HZ)

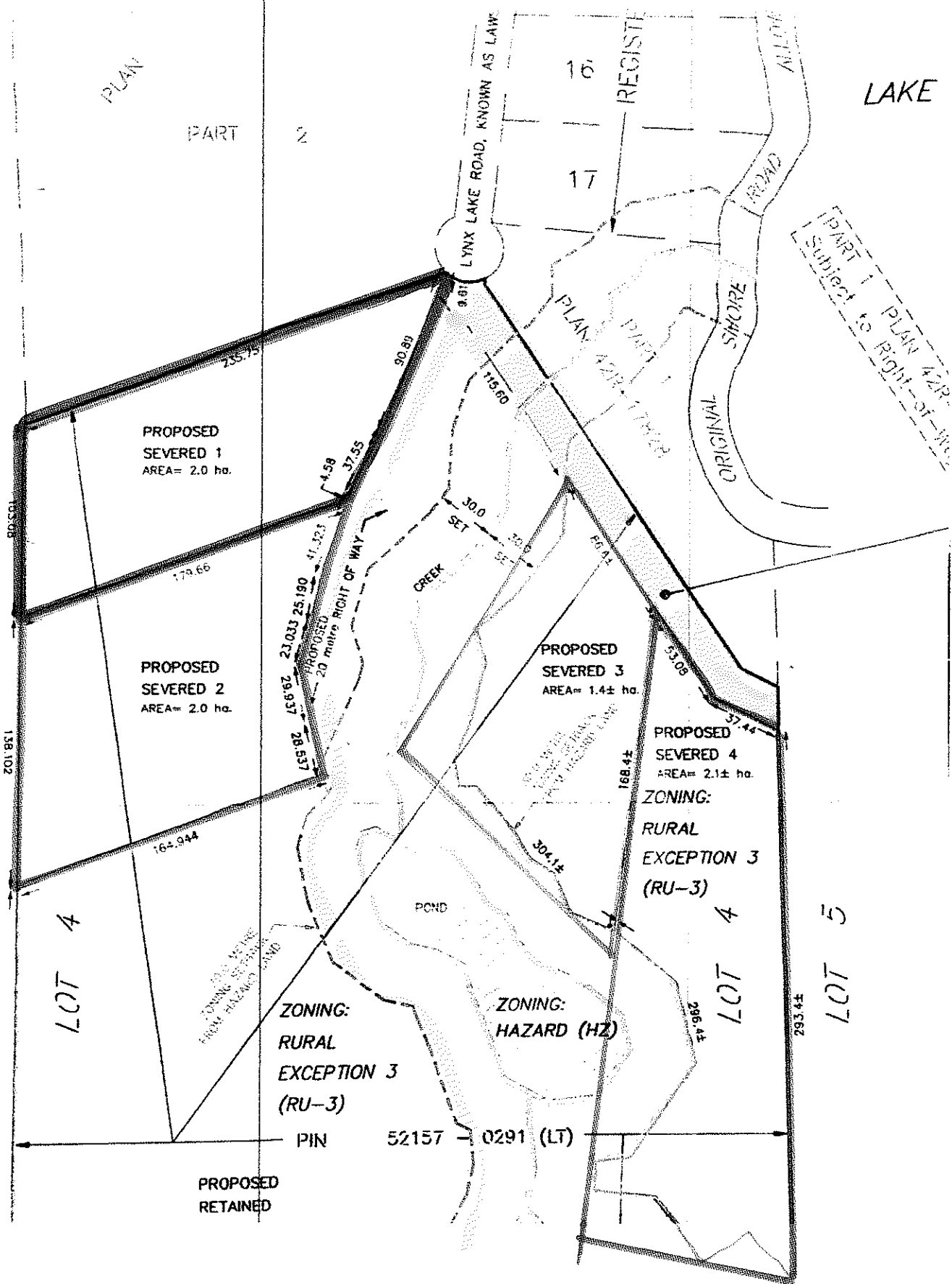
LOT 4

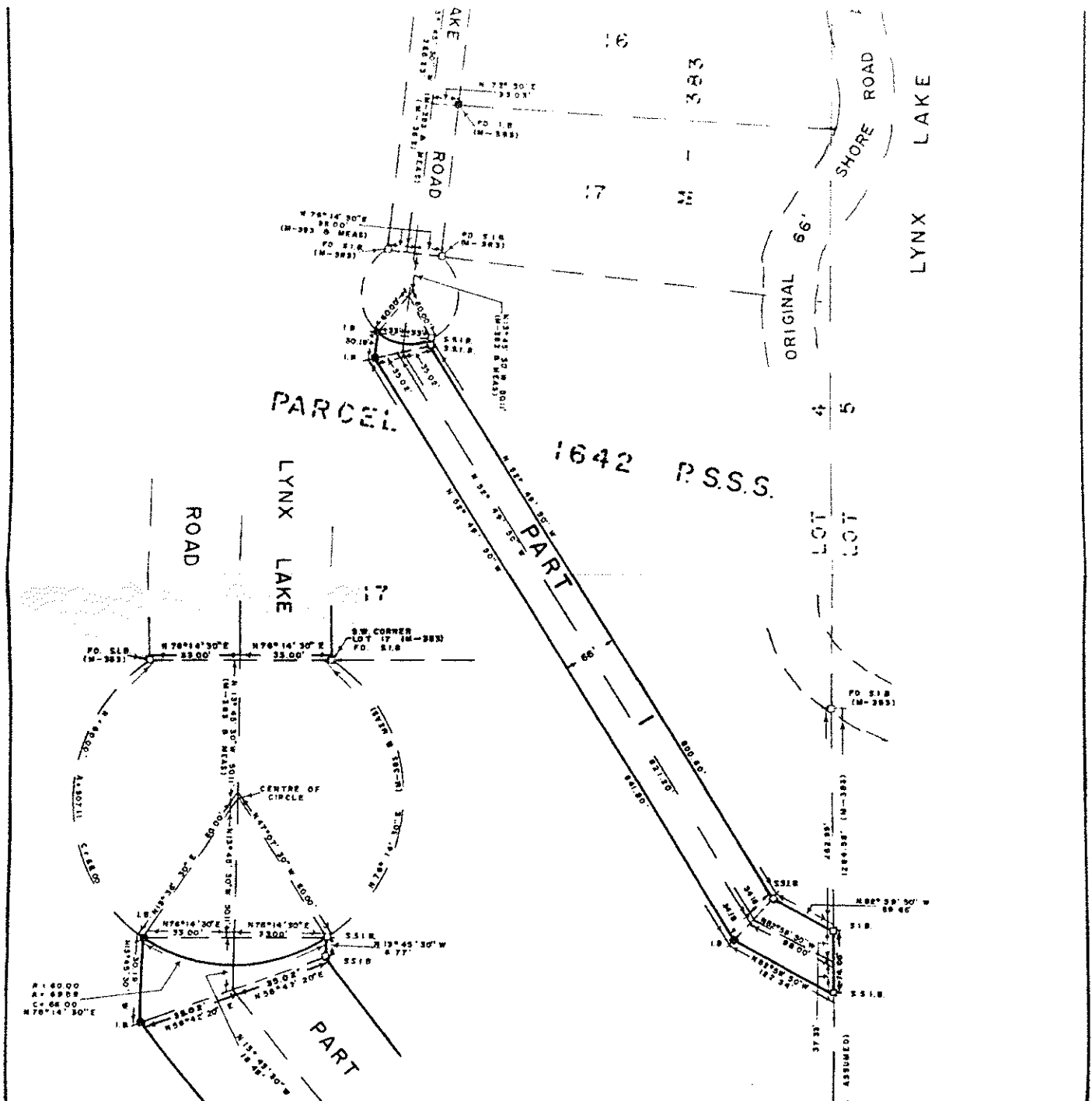
LOT 4

LOT 5

PROPOSED RETAINED

PIN 52157 - 0291 (LT)





PARCEL

LYNX LAKE

1642 P.S.S.S.

PART

LOT 4
LOT 5

SHORE ROAD

LYNX LAKE

ORIGINAL 66'

ROAD

PD. 518 (M-383)

N76°14'30"E 33.00'

N76°14'30"E 33.00'

S.W. CORNER LOT 17 (M-383) PD. 518

CENTRE OF CIRCLE

PD. 518 (M-383)

1284.32' (M-383)

37.93' ASSUMED

R1: 60.00
A: 69.00
C: 66.00
N76°14'30"E

PART

N88°39'50"W 69.40'
S51.8
N88°39'50"W 69.40'
S51.8
N88°39'50"W 69.40'
S51.8

S.188.00'
A.507.11'

N76°14'30"E 33.00'
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DUKE Engineering

CIVIL - STRUCTURAL ENGINEERS

November 20, 2017

Project No: 17-164-01

Greg Alexanian
611 Belmont Avenue
Kitchener, ON
N2M 1N4

Dear Mr. Alexanian

**Re: Proposed Severance
471 Lawson Road
Town of Kearney**

As requested by Nicholas Hiley from Marie Poirier Planning and Associates, I attended to the site noted above on November 18, 2017 for the purpose of reviewing the subject lands and commenting on sewage system suitability, storm water management and capacity of the existing driveway. Please find below my comments.

The subject property is generally the most southerly bay of Groom Lake. It is proposed to sever 5 waterfront lots off the existing parcel of land, each with a minimum of 60 m of frontage on Groom Lake and a minimum of 1.0 Ha in area. The severed and retained lots will have access off the municipally maintained road known as Lawson Drive, with an easement across the privately-owned lands to the west.

Septic Suitability

The lands on the lake side of the existing driveway appear to be overgrown farm fields. The land is generally flat with a defined steep bank along the shore. Earth cuts on the driveway as well as evidence of a sand pit on the southerly portion of the proposed retained lot, would indicate the native soils are a well-drained granular material. As such, all of the proposed severed lots appear to be on a well-drained native granular deposit situated well above the water level of Groom Lake. Based on my visual inspection, there does not appear to be any physical constraints to the construction of conventional sewage systems on the proposed severed lots.

Stormwater Management

As noted above, the subject lands appear to be a well-drained, generally flat granular deposit. I would expect the development of the proposed severed lots will be limited to the clearing for the construction of a driveway, building and septic envelopes as well as some general clearing around the proposed structures. As is typical for rural properties, I would expect the clearing would be less than 10% of the current fully vegetated lots. Given the small amount of vegetation removal required for the above development, along with the native well drained soils, minimal stormwater management features need to be employed. All cut slopes should be re-vegetated as soon as possible during and/or following construction and roadside ditches and any site grading/landscaping work should be outletted to fan type surface dispersal. Defined streams or channels directed to the property lines or lake should be avoided.

Access Roadway

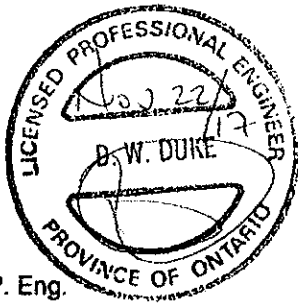
The proposed retained lot is currently accessed by a private driveway. The driveway will require improvements to serve the 1 retained and proposed 5 severed lots. These improvements would include widening of the travelled portion of the roadway, clearing to allow for proper ditching and sightlines, placing Granular "A" surface material, and a review and upgrade of the existing centreline culvert on the neighbouring lands to the west for an appropriate storm event.

Since the driveway will be privately maintained, it would not be practical or preferred to upgrade the roadway to full municipal standards. However, consultation should be undertaken with the Fire Department and emergency services to obtain the maximum vertical grade and minimum platform width required. Given the driveway is generally straight and located in a sand deposit, the improvements will likely be minimal. I would expect the existing culvert on the neighbouring lands will require replacement following a hydrology review and possible grade raise on the driveway to satisfy emergency vehicles.

In summary, I do not foresee any issues with regard to sewage systems or stormwater management. The access driveway will require upgrades and the fire department and emergency services should be consulted in regard to the preparation of the design standard for the driveway improvements.

Should you have any questions or require additional information, please do not hesitate to contact me.

Yours truly,



Dan Duke, P. Eng.
Duke Engineering

cc: N. Hiley – M. Poirier & Associates

\\DUKENAS1\DukeEngineering\Project Files\17-164 Greg Alexanian\17-164 Alexanian Severance\Correspondence\17-164-01 - Alexanian Servicing Report - Nov 2017.doc



Town of Kearney

8 Main Street, P.O. Box 38 Kearney, ON P0A 1M0

Telephone: 705 636-7752

Fax: 705 636-0527

Email: admin@townofkearney.ca

NAME: Nick Ryeland on behalf of the Park to Park Trail Association(P2P)

MAILING ADDRESS: 1231 Hwy 518 Seguin Ont P2A 0B6

PHONE NO: 705 7744398

COUNCIL MEETING DATE: Nov 20, 2020


GENERAL NATURE OF DELEGATION: To provide an update on the Park to Park Trail Association and ask for renewed support

A WRITTEN COPY OF THE PRESENTATION IS REQUIRED WITH ALL DELEGATION REQUESTS

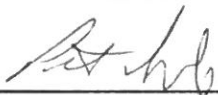
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(Initials)

SIGNATURE: _____

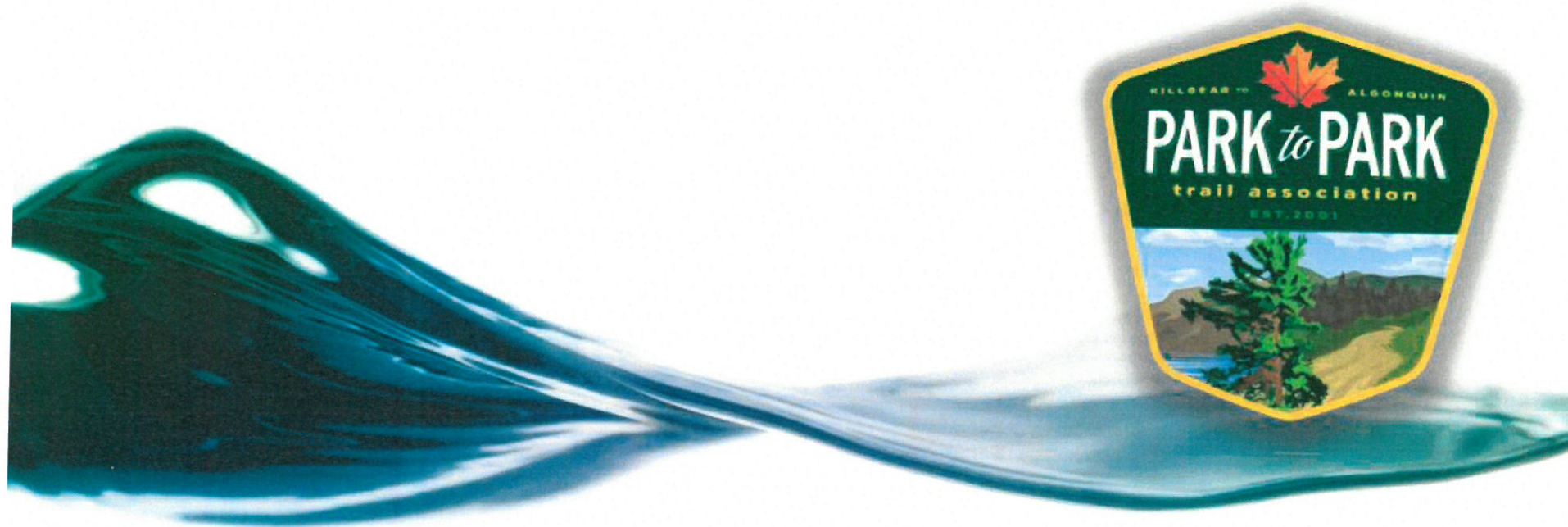


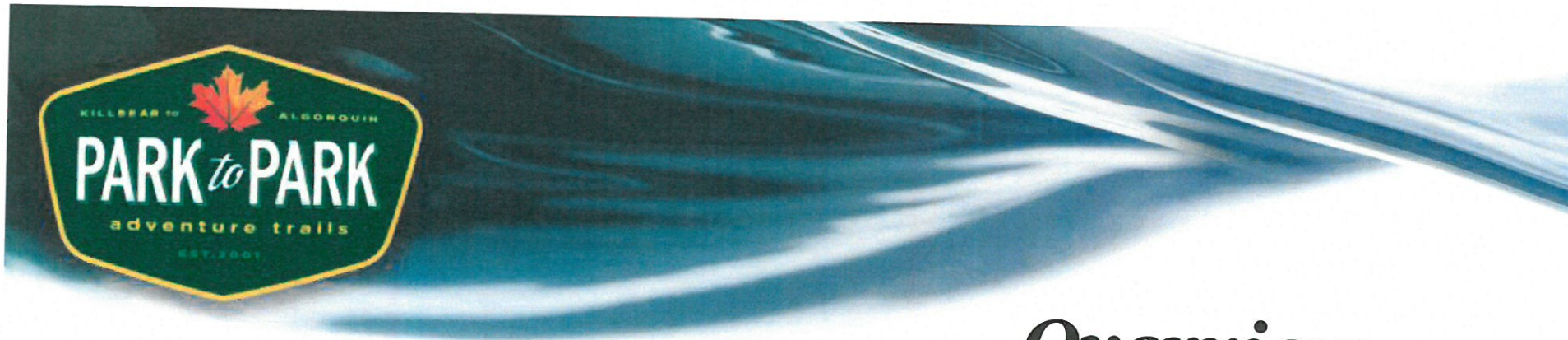
DATE: Nov 09 2020

Peter Searle Executive Director P2P

Municipal Presentation

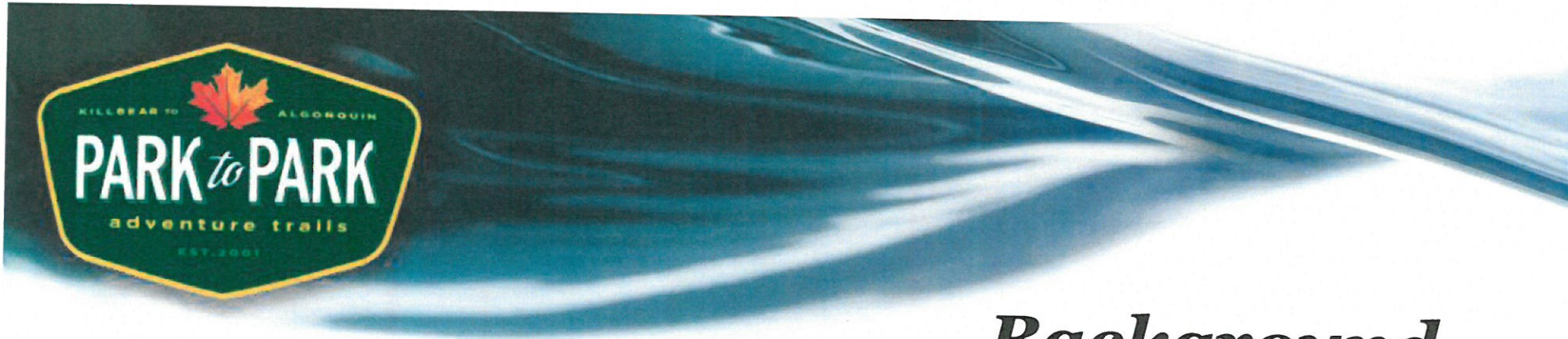
COVID-19 Update
Fall 2020





Overview

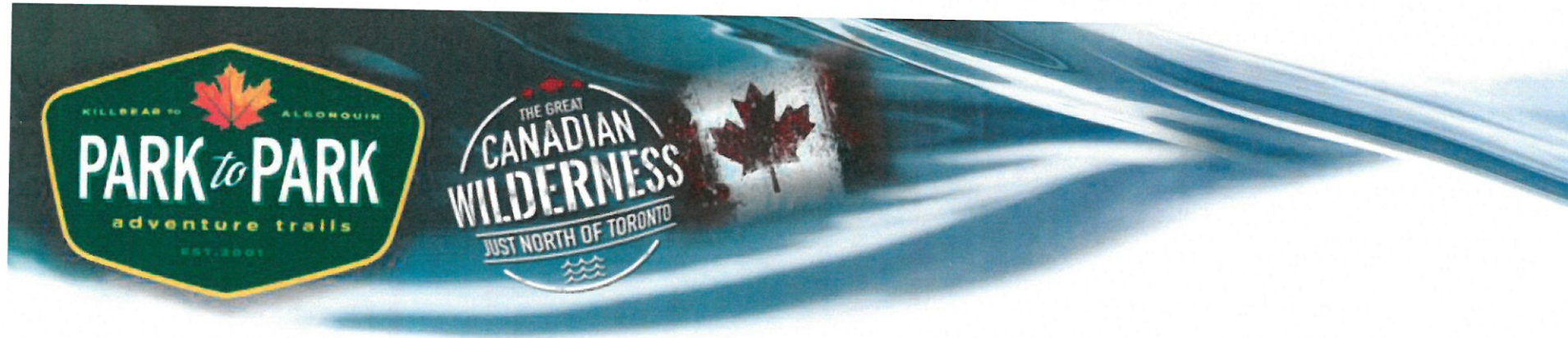
- Park to Park manages a trail system longer than the distance from Parry Sound to Barrie. This is accomplished by 1 employee and a couple of dozen intermittent volunteers. **We need substantial funding to meet the needs of our physical plant, our users and municipal expectations**
- We need to expand our staffing to handle:
 - administrative activities such as grant applications, financial paperwork/filings and day to day activities, business and personal memberships, trail pass support, document management
 - Trail maintenance projects, priorities including materials, equipment and coordination with workers/contractors and suppliers
- The bulk of P2P labour is presently provided by unpaid VOLUNTEERS – including Board of Directors, Trail Ambassadors/Wardens, major work parties eg bridge repairs, trail grading/brushing, trail drainage/beaver dam removal
- Over 230 km of trail, from Killbear to Algonquin – major usage from Hwy 400 to Hwy 11
- Seguin/P2P trail is the most used snowmobile trail in Ontario
- Major tourist attraction that brings funds into our communities
- **We receive no \$ funding from Provincial or Federal Governments**
- Some funding from townships, donations, annual ATV rally sales
- Major source of revenue is ATV Trail Pass sales - \$80K in fiscal 2020 (95K expected prior to COVID)
- Capital funding for major bridge replacements from OFSC through Districts



Background

- Since 2001, we have led the effort to connect Killbear and Algonquin Provincial Parks with a multi-use trail. Over 230 multi-use kilometers available for ATVing, snowmobiling, cycling, and hiking... ***there's a trail for everyone!***
- Promoting respect for the physical environment by providing trail users with the opportunity to explore their natural surroundings. To provide motivation for active lifestyles and promote year round trail use and participation in recreational activities.
- Tourism jewel of the **REGION, hyper local tourism hub** - Foster community pride, unity and sustainable economic development.
- ***Seguin/P2P trail is the most used snowmobile trail in Ontario***





COVID-19 Impacts and support

Serious delays in opening, we consulted and followed advice from local Health Unit

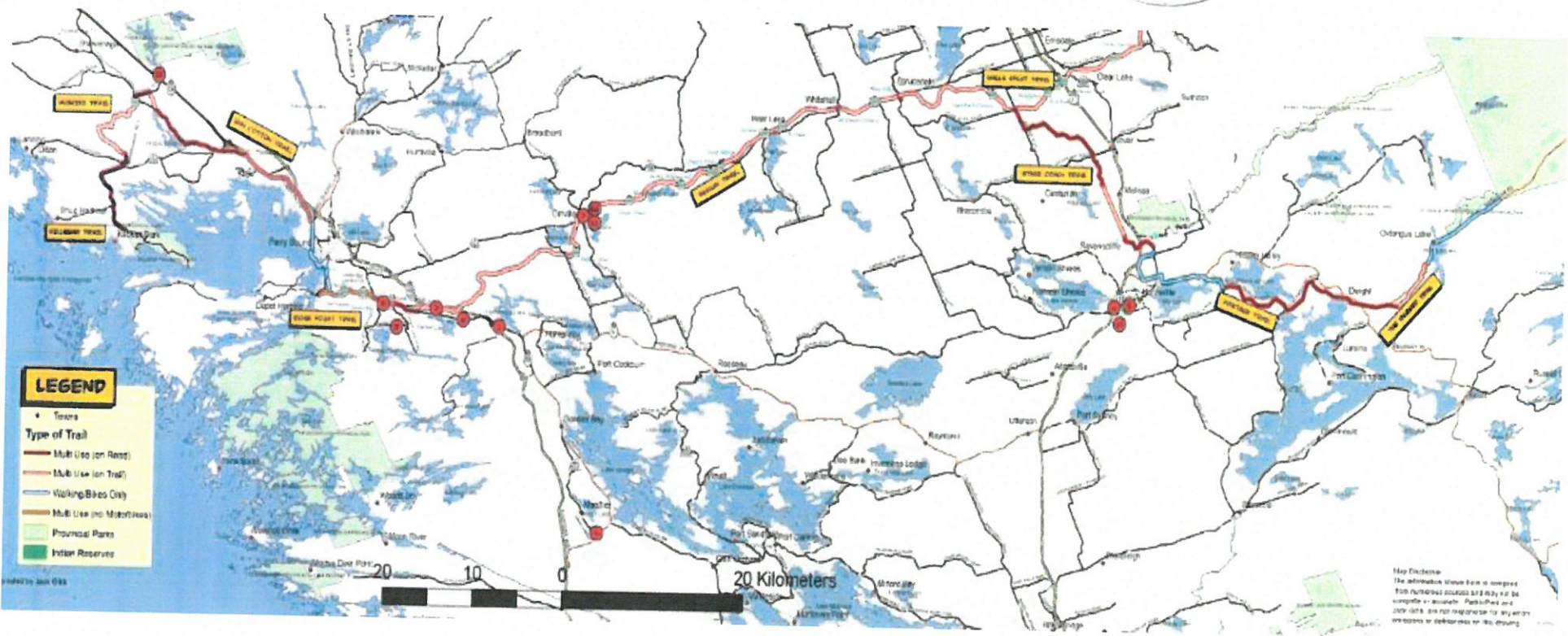
- Unable to open trail until June 6, 2020
 - normally opened in April – missed 2 months of sales during peak season (about \$ xx K) – lost sales estimated at \$12,000
 - **Unable to hold June rally - \$10K missed opportunity**
- Applied for CEWS wage subsidy (\$10K received to date)
- Applied for CEBA loan (\$40,000 approved) – held aside for emergencies
- We limited pass sales to local users only to limit spread of COVID-19
- P2P trail has no on trail facilities hence no concern about pandemic contamination
- Detailed COVID-19 procedures were agreed in advance with local Health Unit



P2P TRAIL was the only major tourism attraction permitted in Party Sound by the Province of Ontario, due to COVID-19 restrictions, in late spring and early summer 2020"

People are staying home – nowhere to spend money, no travel is readily available

- Very high volume of calls from interested riders – demand has never been higher
- Trail is seen as inherently safer from COVID than social gatherings like festivals and markets
- **ATV riding is OUTDOORS and vehicle spacing requires distancing**
- ATV machine sales have skyrocketed – up 85% in some cases





Social Impacts

- Our interactions play out on personal and group levels.
- Virtually all riders bring friends for the trip, our riders are loyal and many volunteer for trail work
- **We host events that are both educational and community focused.** Social media postings are constant with multiple daily posts, comments and communication.
- Nearly **7,000** (growing daily)+ people follow our daily **Facebook** feeds including provincial ATV Ontario Facebook pages.
- Breaking news postings instantly garner **10,000+ views**



P2P Pass Sales Growth

- 2009 \$17,000
- 2010 \$22,000
- 2011 \$24,000
- 2012 \$25,000
- 2013 \$38,000
- 2014 \$36,000
- 2015 \$36,000
- 2016 \$42,000
- 2017 \$53,000
- 2018 \$67,000 (PS33)
- 2019 \$ 79,245 (+19%)
- **2020 \$ 95,000 (original goal)**
- **Final 2020 = \$80,397**
- **2021 \$110,000 estimate**

P2P Number of Pass Sales

- 2018 952 passes
- 2019 1143 passes
- **2020 1372 passes (original goal)**
- **2020 actual = 994**
- **2021 estimate 1400**

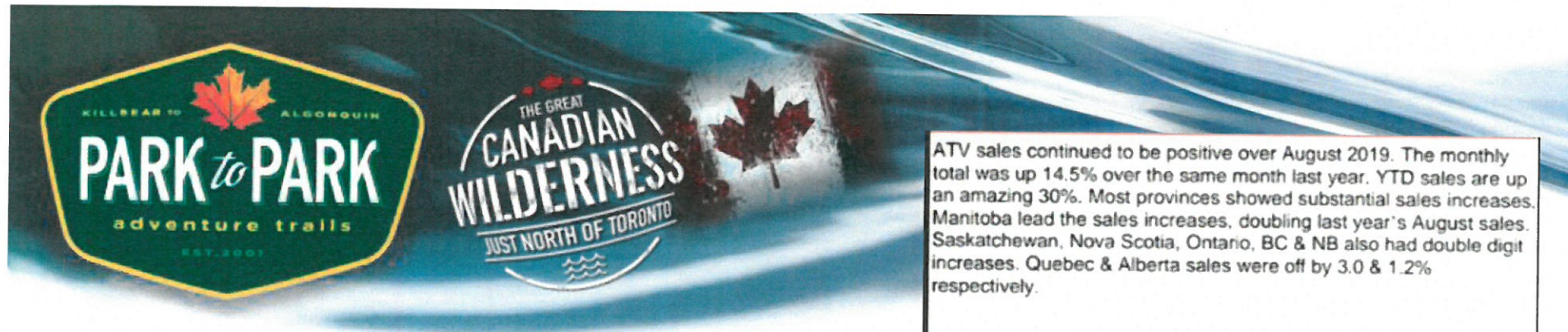
Comparables:

- Eastern Ontario Trail Alliance
 - \$500,000+*
- Hatfield McCoy Trails
 - \$1,500,000+ (CAD)+*
 - *\$26.50 resident US



funding shortfalls in 2020:

Successful rally - \$10, 500 – cancelled in 2020
 Donations - \$10,000 – no response from Henvey
 Municipal contributions delayed (\$21K in 2019)



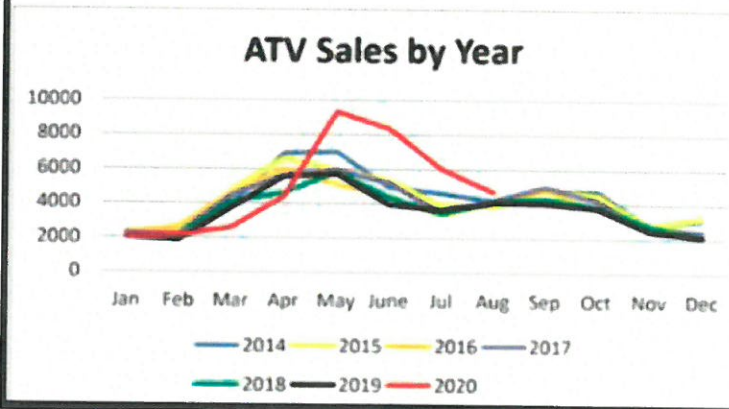
Economic Impact

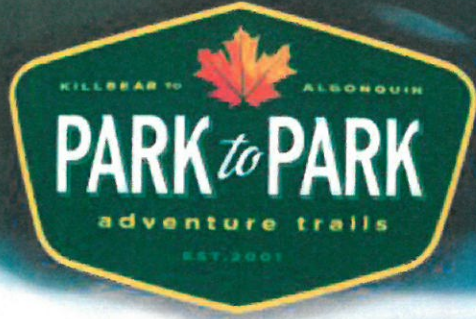


TREIM MODEL (last analyzed 2018 RTO12)

- Total Visitor Spending: **\$731,000**
- Full Time Employment: **5**
- Retail Trade: **\$50,000**
- Accommodation: **\$70,000**
- Food & Beverage: **\$50,000**
- Indirect Tax: **\$106,000**

ATV sales continued to be positive over August 2019. The monthly total was up 14.5% over the same month last year. YTD sales are up an amazing 30%. Most provinces showed substantial sales increases. Manitoba lead the sales increases, doubling last year's August sales. Saskatchewan, Nova Scotia, Ontario, BC & NB also had double digit increases. Quebec & Alberta sales were off by 3.0 & 1.2% respectively.





2019 & 2020 – BRIDGE Priorities



Seguin Falls Bridge completed
Nov. 20, 2019

- P2P manages 14 aging bridges across 230 km of trails), **any closures affect entire trail in ALL seasons**
- In 2019 we faced huge bridge issues:
 - completely replaced decking on 3 bridges,
 - repaired 3 others
 - Our longest bridge (100+ feet) was CLOSED during summer and fall of 2019 because it was unsafe – OFSC funded temporary replacement for snowmobiling season
- Lumber alone = \$20,000 + other materials/costs, **labour provided by unpaid VOLUNTEERS**
- More than 1,000 hours of volunteer labour in 2019, 4 more bridges to do in 2020
- 2020 shortage of material, labour, equipment, and funds



What are we seeking?

Funding \$

- cash needed for additional administrative and maintenance staffing
- cash needed for routine operations and maintenance

People

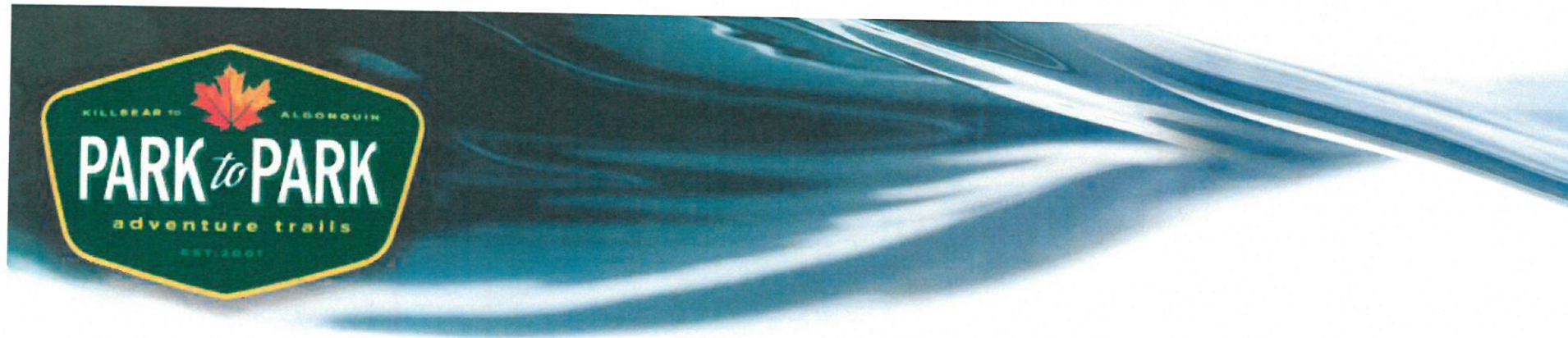
- members, board members, council reps, volunteers, expertise, work party labor

Materials

- fill for depressions and trail grooming, culverts, lumber etc.

Equipment

- backhoe, brushing equipment, grading



Property

As part of our strategic plan, we continue to pursue a local property to be used for:

- Vehicle and trailer parking for trail users
- P2P Trail Head location eg:
 - sales and admin office;
 - washrooms;
 - gift shop;
 - washrooms;
 - garage for ATVs, equipment, lumber, signs and materials
 - potential snowmobile groomer shed/garage

Council Meeting
Fall 2020

Discussion



Attention: Council, Town of Kearney

REGARDING:

**66 foot Shore Road Allowance at CONCESSION 8 between LOT 11 Part 1 and LOT 10.
PARCEL No 1180, plan PSR-1526
Recorded under No. 67599 Parry Sound**

Dear Kearney Council Members,

We are the landowners of the two properties on Loon Lake Road at 467 and 469A, each abutting the Shore Road Allowance (SRA). We would each like to purchase half of the shore road allowance that abuts our two properties.

The SRA plot is densely forested, cannot currently be used as a road and is not a viable or safe means of public access to the water body due to the rock cliff edge. This SRA has never been used for public foot traffic or access to the lake, and we are not aware of any present or future municipal plans for its use.

Any effort to access or develop the plot for safe access would only possible by accessing one or both of our properties. The area is heavily forested, ends on a high rock cliff edge and is partially submerged in swamp.

By selling this SRA, the public would not lose a viable access point to the lake. There are currently two established boat launches on the Loon Lake system which offer public access to the lakes.

Our intention for each half of this plot is to leave it undisturbed and maintain the integrity of the forest between our two properties, which is a habitat for many species.

Please review and consider our request. We look forward to hearing back regarding any questions or concerns you may have, as well as next steps on how to proceed with the purchase.

Sincerely,

Thomas Reidy and Marta Janik
469A Loon Lake Rd
Kearney, ON
POA 1M0

Nick and Daniela Canciu
467 Loon Lake Rd
Kearney, ON
POA 1M0

Images attached for reference.

Image 1 source: [Interactive map on Town of Kearney website.](#)

Please note, this image is not to scale and does not accurately show the round cul-de-sac that exists at the end of Loon Lake Rd.

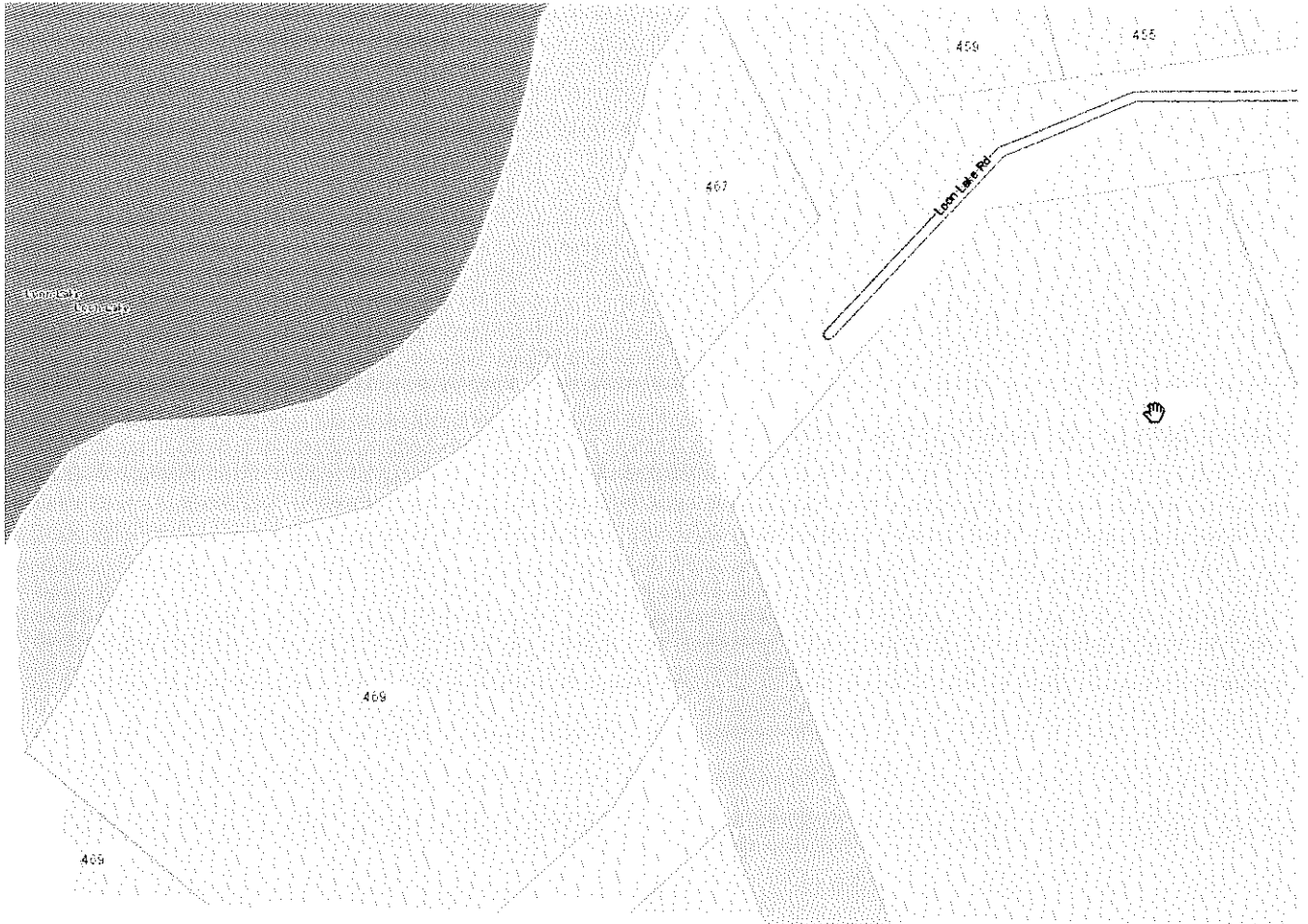


Image 2

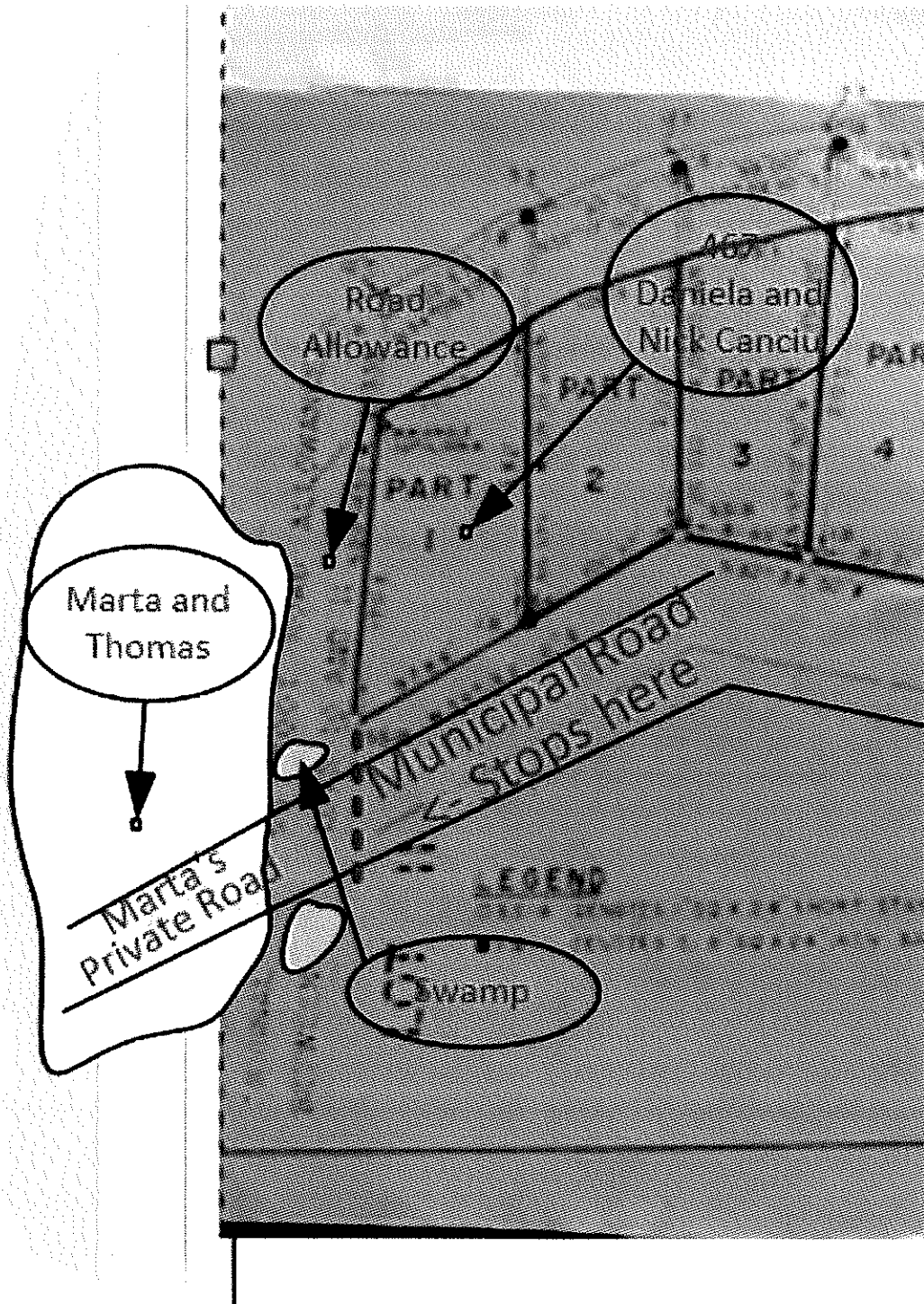


Image 3

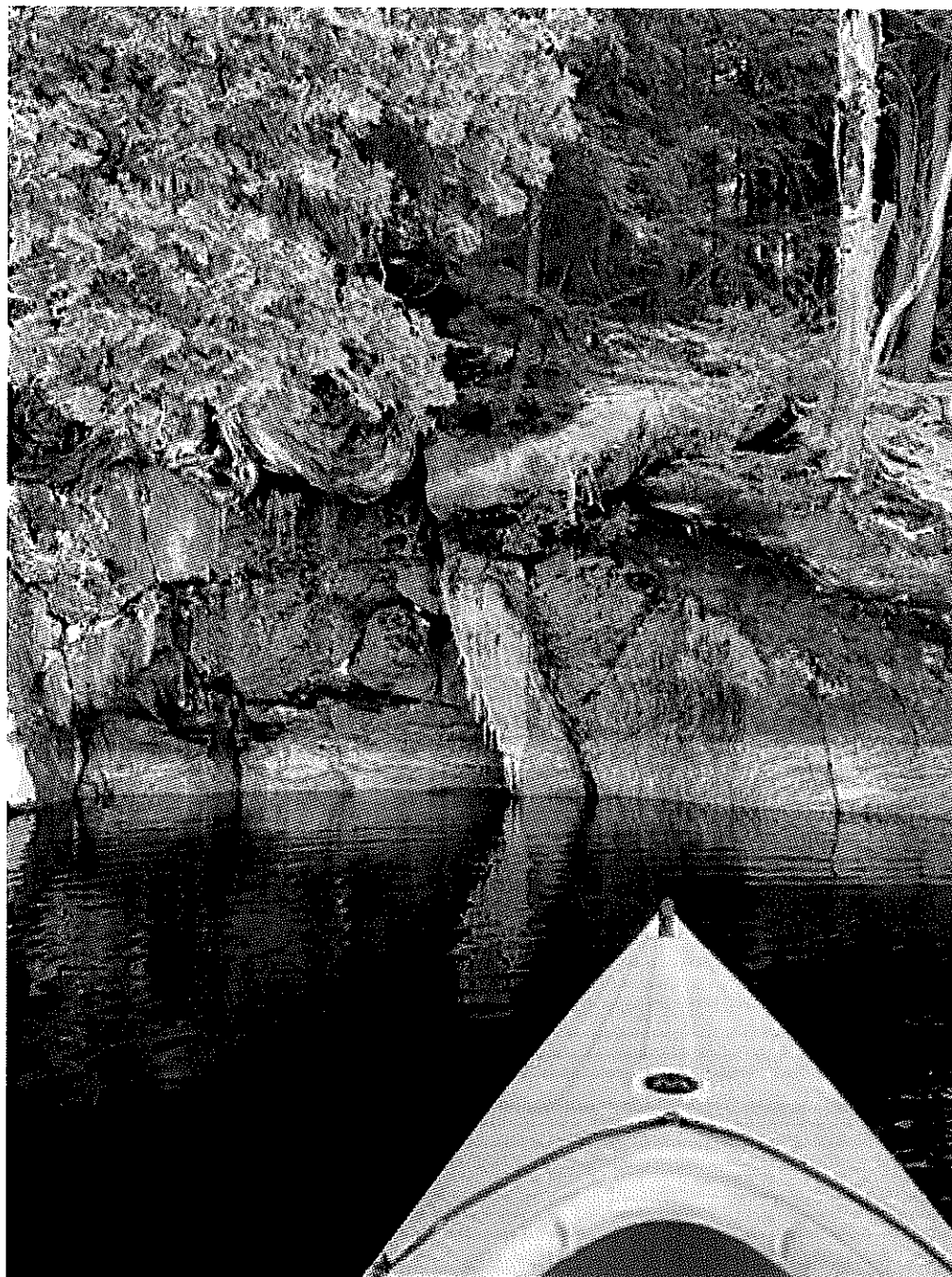


Image 4

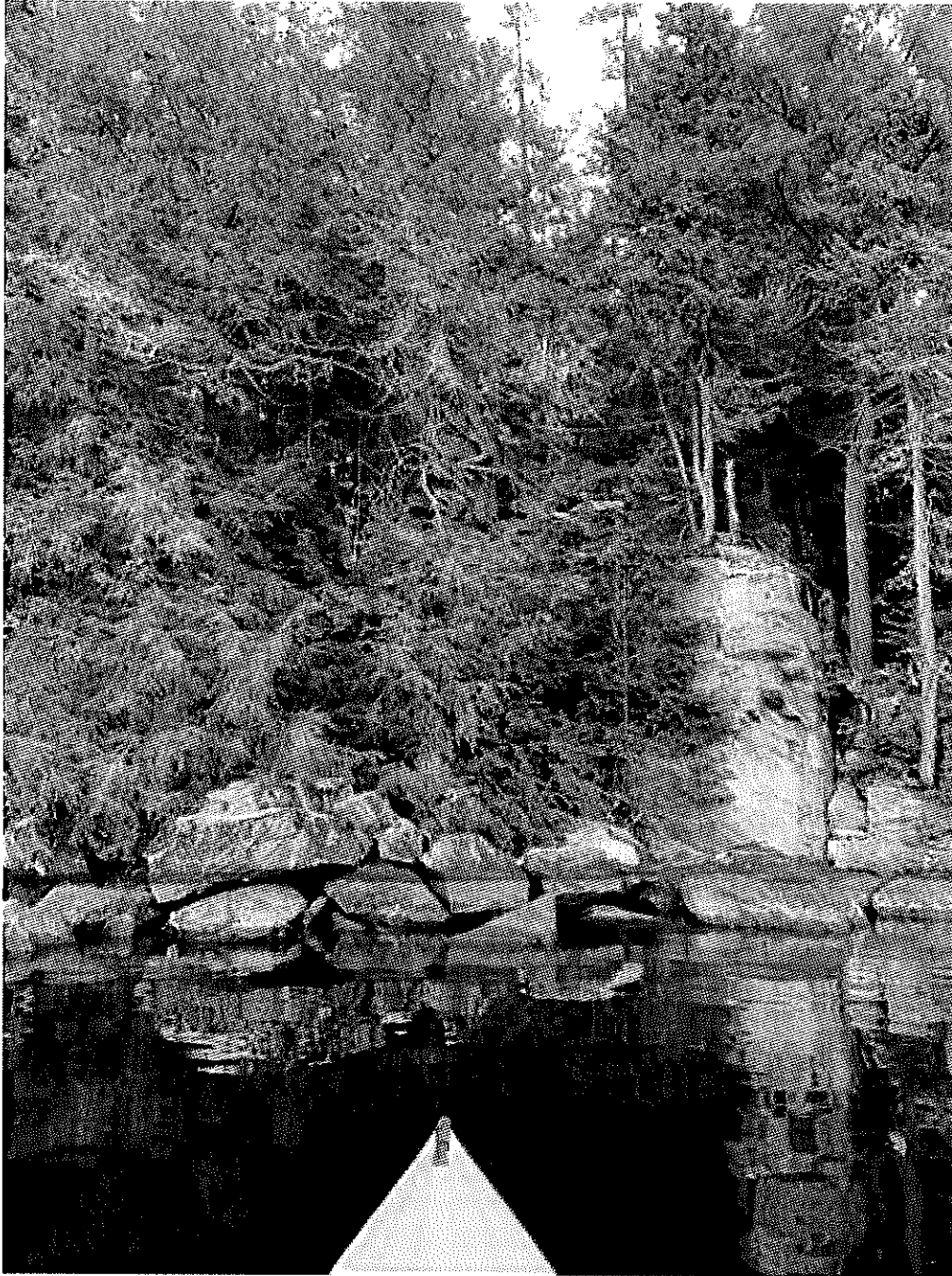
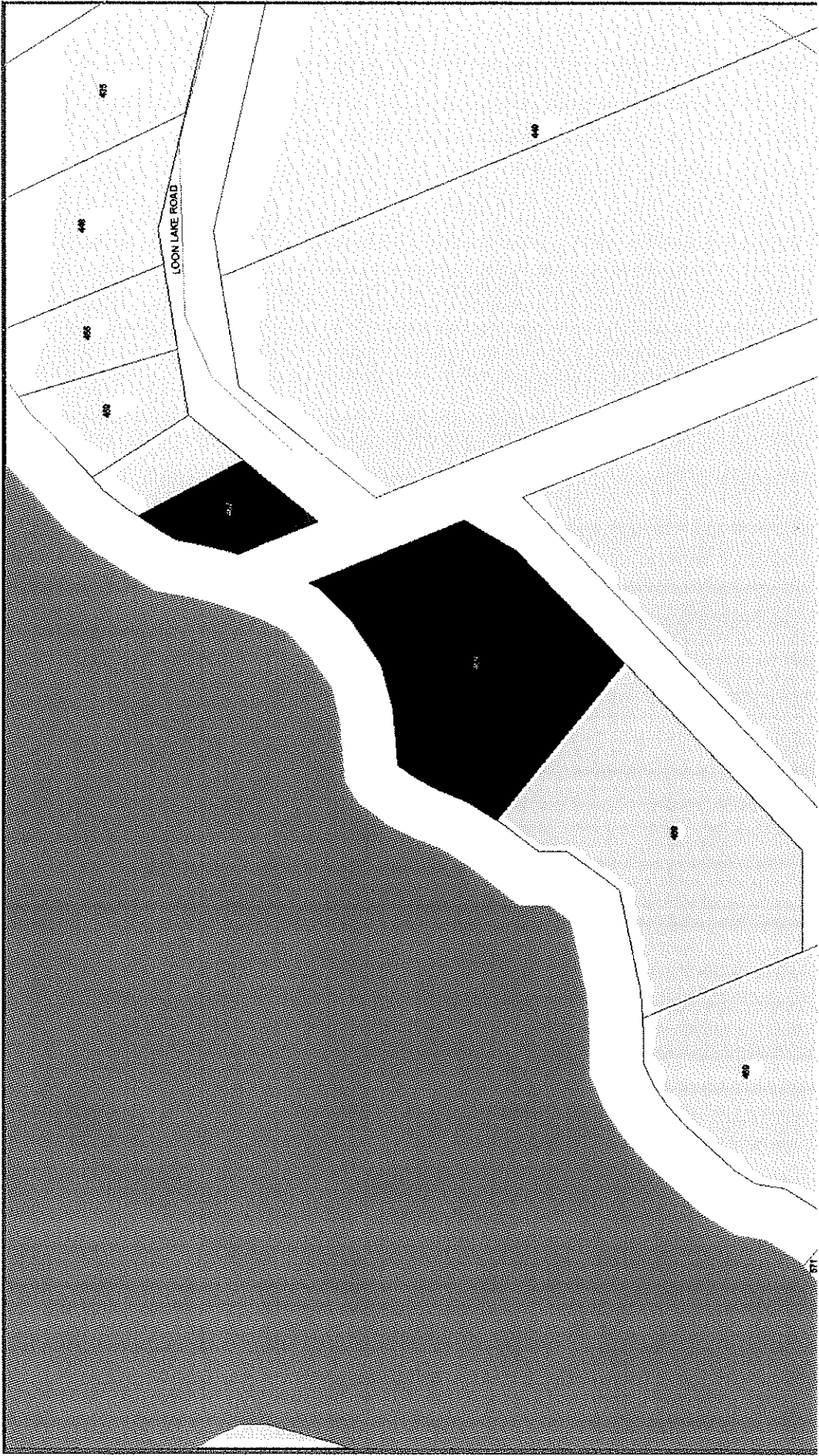


Image 5



Image 6







Town of Kearney

8 Main Street, P.O. Box 38 Kearney, ON P0A 1M0

Telephone: 705 636-7752

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Email: admin@townofkearney.ca

NAME: ① Yasmin Roshanali & ② Kathy Roi

MAILING ADDRESS: ① P O Box 82 Kearney
② Dallaire Lane, Kearney

PHONE NO: ① 647 291 1682 ② 705 787 8690

COUNCIL MEETING DATE: November 20, 2020

GENERAL NATURE OF DELEGATION: Presentation To Council

re: Fitness + Yoga @ Community Centre
(Pre-read will be provided @ least 1 day in advance)
- If conditions (COND) allow @ that time, presentation
in person.

A WRITTEN COPY OF THE PRESENTATION IS REQUIRED WITH ALL DELEGATION REQUESTS

The personal information contained in communications directed to Council and its Advisory Committees is collected under the authority of the Municipal Act, 2001, as amended, and will be used to assist Council and Committee Members in their deliberations. Questions about this collection should be addressed to the Town Clerk at 8 Main Street, Box 38, Kearney, Ontario, P0A 1M0, by telephone 705 636 7752, or by email brenda.fraser@townofkearney.ca.

Communications addressed to Council and its Advisory Committees will become part of the public record and will be placed on a public agenda and made available electronically through the Town of Kearney internet website. Anonymous communications sent to Council or to its Committees will NOT be accepted.

I acknowledge that personal information contained within my communication(s) may become part of the public record and may be made available to the public through the Council/Committee process.

[Handwritten Signature]
(Initials)

SIGNATURE: [Handwritten Signature]

DATE: Oct 26, 2020

Council Summary: "RESUMPTION OF 'MODIFIED' FITNESS & YOGA" ACTIVITIES
Meeting Date: Nov 20, 2020. 1:00 p.m.

Presented by: Yasmin Roshanali & Kathy Roi

Background:

- Due to COVID restrictions both activities that were being offered through the Town were put on hold starting March, 2020.
- As information on COVID was available in the months leading up to September, 2020 Fitness and Yoga class participants raised questions around the possibility of resumption of services, albeit in a 'modified/safe' manner for both community members and Town staff.
- After connecting with the Town staff in September, the response from staff was: no plans to restart either activities until further notice, due to COVID safety guidelines and public access limitations to the Town office. A follow up discussion with Council was the next option.
- Two follow up discussions were had with Deputy Mayor Paul Ziraldo, to better understand Town and Public Health policies for the 'pause' of activities, and for reviewing input for options and alternatives to restart both Fitness and Yoga classes, in keeping with Public Health safety guidelines for community members and Town staff. Deputy Mayor Ziraldo was supportive with his time and input during these discussions.
- In addition:
 - i. discussions and valuable input were received from class participants and current instructors of both activities on options and alternatives
 - ii. discussions and input received from Public Health COVID representatives, including policy and guidelines for operation of such activities
 - iii. research completed on similar services in surrounding townships and establishments that support community members with these key services, albeit in a modified/safe manner and based on Public Health guidelines
- We are therefore presenting our findings and recommendations to Council members, to allow an open discussion on how we can proceed with a safe/modified resumption of these key services for our participants, in a manner that ensures the highest safety of all (participants, our larger community and the township staff).

Review

- Summary of Recommendations/Idea - *Appendix 1*
- Recommendation for: Participant Survey Outline - *Appendix 2*
- Recommendation for: Participant Waiver Outline - *Appendix 3*
- Fitness Classes Report to Council, Feb. 15, 2019 - *Appendix 4*
- North Bay Parry Sound District Health Unit: COVID-19 Guidance for Fitness Activities - *Appendix 5*

Presentation to Council:

- The Ask:
 - After your review of Appendices 1-5, please provide:
 - i. any additional questions you may have on our proposal
 - ii. your advise/recommendations on any key changes or additional 'safety measures' you feel are required to re-start both services
 - iii. the resumption date by when these services can be made available to participants
 - Provide your support to market the resumption of these services (through Town of Kearney channels including, Town of Kearney website and bulletin board, Facebook, etc.)
- Open Discussion:
 - Questions/Comments Council have relative to this Proposal (Council Members)
 - Next Steps

Appendices

- Summary of Recommendations/Idea - *Appendix 1*
 - Recommendation for: Participant Survey Outline - *Appendix 2*
 - Recommendation for: Participant Waiver Outline - *Appendix 3*
 - Fitness Classes Report to Council, Feb. 15, 2019 - *Appendix 4*
 - North Bay Parry Sound District Health Unit: COVID-19 Guidance for Fitness Activities - *Appendix 5*
-

Members of Council – thank you for your time and support during these challenging times.

APPENDIX 1

Ideas/Recommendations: ***"RESUMPTION OF MODIFIED FITNESS & YOGA" ACTIVITIES***

Meeting Date: Nov 20, 2020. 1:00 p.m.

Presented by: Yasmin Roshanali & Kathy Roi

Background/The Ask:

- It has been 7 months and counting, since the COVID-19 issue halted fitness and yoga classes at the Town facilities. These activities were critical to the physical wellness and mental/emotional wellness of those who participated in them for many years. Feedback has been received from many participants over the recent months, requesting resumption of these activities, albeit in a safe/modified manner.

What has been done:

Significant research and discussions have been completed (as captured in "Summary to Council"). In addition, a Participant Survey has been sent out, providing context of a 'modified and safe' potential resumption of activities and requesting input on their interest to participate. Results will be shared in the coming week(s).

The Ask:

- Recommendations below reflect a safe and modified return to resumption of these activities, thus lowering, to a high degree, the risk of community spread. These have been vetted with many Participants, Public Health Authorities, other businesses/places where similar activities are conducted, and Deputy Mayor. Some of the recommendations we have below, in fact exceed the requirements of current Public Health policies. We choose to minimize and/or eliminate all potential risks to our community, therefore we have gone beyond the requirements on a few fronts.

We ask that you:

- Acknowledge and evaluate the research and input provided in this proposal
- Review recommendations below and provide any input, on additional layers of safety, we may not have already considered.
- Support the ask of our community to resume these critical services in a safe/modified manner

Idea/Recommendations Summary

- Participants:
 - Follow Public Health and Town Guidelines upon entering the Town premises (wearing a face covering/mask* and maintaining the 2M physical distancing guidelines).
 - Provide input into the Screening Process (COVID questionnaire and Contact Tracing List)
 - Remove shoes and coat etc. in the foyer, maintaining physical distance and wearing a mask (limit 'lingering' time)
 - Take coat/purse and proceed to designated marked spots in the room (ie. if coat rack needs to be used, bring their own hangers)
 - Wearing of masks during classes are currently under review – for Yoga and Gentle Fitness, where exertion is minimal, the input received is that masks can be removed. However, the recommendation is that all Participants continue to wear their masks through the entire routine, to ensure the safety of other more vulnerable Participants
 - Bring their own Yoga mats; Bring their own equipment and mats (Fitness classes) as best as possible. If any equipment is used, it has to be wiped down before and after use, following Public Health guidelines.
- Fitness/Yoga Instructor:
 - Complete Screening Process and handover to Town Office (or a volunteer from the Participant group will complete)
 - Ensure all participants are wearing a mask and safely enter the room (maintaining 2M distance) and find their 'spot'
 - Minimize (as best as possible) discussions beyond the need for instruction purposes (reducing aerosol spread)
 - Masks: Yoga instructor to wear a mask at all times during instruction. It is also recommended that the Fitness instructor wear a mask at all times, however this is more challenging due to need for instructional approach.
 - Recommendation is therefore for the fitness instructor to also have the flexibility to be positioned behind a plexi-glass panel (easily portable), approx. size 6'x4'; sitting on the ground (vs suspended).
- Town Office:
 - Process in a safe manner for Participants and Town staff: i) Purchase of passes, and ii) Review and signature of the Waiver form (Participant lines up maintaining 2M physical distance)
 - Ensure any seating in the foyer area of the Town office, meets the 2M physical distance requirements

- Provide floor space for safe removal and storage of outside footwear
 - Make available: i) sufficient quantity of cleaning supplies (for Participants to use for hands and to clean up equipment) and ii) resource to clean premises prior to and after all classes, per Public Health guidelines
 - Provide access to 1 washroom for participant use and ensure cleaning support based on Public Health guidelines
 - Procure and set up plexi-glass panel
 - Research and submit grant request for subsidizing cost of classes for Participants, as many Participants are and could be financially impacted by the COVID issue. It is our understanding that funding is available at both Federal and Provincial government levels for COVID related gaps/needs. Funding continues to be made available for supporting health and wellness needs of small communities, limited by wellness infrastructures in their immediate vicinity. If you require participants of our community to research this further and work with you on securing appropriate funding, please advise
- **Class Types and Schedules:**
 - Recommendations for potential modifications to class types and schedule (see Appendix 2 for related information)
 - Discussions held (and will be held prior to resumption of services) with instructors relative to the need for modification of some classes, again with safety and guidelines of Public Health in mind
 - Potential for Meditation to be included as part of the scope of Yoga classes. If this becomes available through the instructors, that will be of good value to those that maybe interested in it.
 - Schedules may also be subject to change based on instructor availability. However, day of week and time of day class windows will ensure they are scheduled within Town work hours
 - Note – As a result of delays in service resumption and non clarity on the status and timing of such, many of our seasoned and well-respected instructors are currently pursuing other priorities, rightly so. However, we will re-engage them closer to service resumption date and/or alternate instructors will need to be engaged accordingly.

Open Discussion:

- Questions/Comments Council have relative to this Proposal (Council Members)
- Next Steps (What, Who, Timing)

Members of Council – thank you for your time and support during these challenging times.

**KEARNEY COMMUNITY CENTRE (KCC)
YOGA & FITNESS CLASS SURVEY**

There is a small group of fitness class attendees trying to get the yoga and fitness classes at the KCC up and running again. We would need to adhere to (and exceed) current Ontario government regulations for fitness classes, including, but not limited to:

1. Mandatory mask wearing while inside the KCC.
2. While our local Health Unit does not require the wearing of masks while exercising, providing a 2-metre distance between participants is maintained at all times, masks must be worn while outside of your personal exercise area. Eg: returning equipment to the equipment area.
3. Participants would be required to clean all equipment before and after your use with a disinfect wipe or spray and cloth.
4. **Maintain a physical distance of at least two metres from every other person at all times** during the class.

The above points may be modified depending on the most recent mandates of our local Health Unit.

5. Limited class size.
6. Pre-registration and payment for each class.

We are conducting a survey, and ask that you complete this survey, in order to determine interest in the number of people who are open to attending yoga and fitness classes held during this pandemic. The protocols for the classes will follow all the mandated and suggested health and safety guidelines that are in place at the time that the classes are held. Please note that health and safety guidelines are subject to change at any time.

Thank you for your time.

Hopefully, we will be up and running with these classes soon. The decision rests with Council for the Town of Kearney, with input from our local Health Unit, and we are preparing a report to present to Council.

1. Would you attend the fitness/yoga classes at the KCC, if we are able to proceed, as per the above protocols?
 Yes
 No
2. Will you adhere to the posted local Health Unit and Town of Kearney health and safety regulations and guidelines in place?
 Yes
 No

Please note that those who do not adhere to the regulations will potentially pose a risk to other participants and the Town of Kearney staff.

**Appendix 2
Participant Survey – OCT 2020**

3. The cost of the classes could be a minimum of \$7 per class. Would you still be willing to participate? If we obtain funding the cost may be reduced.
- Yes
 - No
- Any comments on cost of the class? _____

4. What type of fitness class would you attend?
- Weights
 - Chair Fitness
 - Yoga

High intensity aerobic (Get Fit / Stay Fit) classes are not recommended during this pandemic, due to the risk of aerosol distribution.

5. The instructors we had in the past may not be fully available to commit to the same schedule or frequency, that we had in previous years. The new class schedule would depend on the availability of the instructor(s). Please indicate days / times that you would be able to attend:

	9 to 10 a.m.	10 a.m. to Noon	1 to 2 p.m.	4 to 5 p.m.
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

6. Using the numbers 1 thru 5, please rate, in order of importance to you, **(with #1 being of the highest importance)**, the following benefits of our classes at the KCC.
- Physical benefits (strength, coordination, mobility)
 - Wellness benefits
 - Connectivity to your community
 - Returning to a wellness routine / sense of normalcy

7. We welcome further comments: _____

Thank you for your input; we appreciate you taking the time to fill out this important survey.

Appendix 3
DRAFT: Waiver / Assumption of Risk
(Key points for development & consideration by Town of Kearney)

Acknowledgement and Assumption of Risk

Between: Kearney Community Centre (KCC) Fitness & Yoga Classes
and

Participant: _____

I am currently not experiencing COVID-19 symptoms¹, nor have I had COVID-19 in that last 14 days.

I have not traveled outside of in the last 14 days, nor have I travelled to an area under a travel health advisory in the last 14 days

I have not provided care or had personal contact with any person(s) with COVID-19 or with any person reasonably suspected of having COVID-19 or with any person who: travelled outside of Ontario or Canada, **or** who travelled in an area under a travel health advisory in the last 14 days.

I also represent and warrant to the Releasees², that I have not been advised by the Government of Canada or Ontario Public Health, my doctor or the Ontario Ministry of Health to self-isolate due to possible exposure to COVID-19.

I am fully aware of the risks and repercussions with respect to COVID-19 inherent in my attendance at the Kearney Community Centre and participation in the Fitness and/or Yoga activities of the Kearney Community Centre.

I freely and voluntarily agree to assume the risk with respect to COVI-19, including the risk of death, bodily injury or property damage, regardless of the severity that I, or my family/friends may sustain as a result of my participation in the activities³ of the Kearney Community Centre or attendance at the premises, howsoever arising, including, but not limited to, the active or passive negligence of the Releasees².

I understand there are inherent and unforeseen risks involved in participating in the activities³ of the Kearney Community Centre, or while attending the premises for these activities. I have fully read this document in its entirety and understand its terms. I also understand that I am giving up substantial legal rights by signing below, including the right to sue the Releasees², and acknowledge that I am signing the agreement freely and voluntarily, and intend my signature to be a waiver and complete and unconditional release of all liability due to any negligence or error of the Releasees², or the inherent risks of participating in the activities³ of the KCC, or while attending the KCC premises to participate in these activities³

Participant Signature: _____

Print Name: _____ Date: _____

Please check: I am at least 18 years old

¹ Symptoms: Cough, or worsening of a previous cough; fever; loss of smell and/or taste; runny nose or nasal congestions; shortness of breath; muscle aches; sore throat; unusual fatigue; diarrhea, red, purple or blueish lesions on the feet, toes or fingers without clear cause.

² Releasees: Defined to include the following: Kearney Community Centre, its subsidiaries, affiliated organizations, participants, manager, all staff in, including past and present employees, agents, representatives, successors and assigns

Continuity of Fitness Classes After March 31, 2019 Request & Report to Council

February 15, 2019

By Angela Benoliel
Kathy Roi
Yasmin Roshanali

A. Background / The Ask

It is our understanding that:

- 1) the grant that funded the free Fitness Classes offered at the Kearney Community Centre (Get Fit, Chair Fit, Sculpt) is coming to an end on March 31, 2019.
- 2) until further funding can be pursued and obtained, the Fitness Classes will need to continue on a user pay basis.

We are advocating for the continuation of the current Fitness Classes at an affordable rate per class, with the opportunity for a discounted rate with the pre-purchase of multiple classes (eg: \$5 ea or 8 for \$35).

Included in this report is information and statistics that hopes to assist Council's decision on this matter.

What has been done:

- 1) We have analyzed the attendance records for the classes, both pre-grant and with the grant; these statistics are included in this report.
- 2) We have conducted a short survey of the attendees of the current classes, asking whether they would:
 - a) like the classes to continue
 - b) be willing to pay \$5 per class or \$10 per class

Every attendee at the classes indicated on the survey sheets that they wanted the class(es) to continue. Many indicated that they would be willing to pay \$2, \$5 or \$10 per class.

Results of this survey are included at the end of this report, (Section E).

Original survey sheets can be made available.

B. Benefits of the Fitness Classes:

- 1) It is well documented and known that regular and consistent physical exercise benefits overall physical and mental health and wellness.
- 2) The Fitness Classes provide a venue for social bonding and to enhance a sense of community.

Continuity of Fitness Classes After March 31, 2019 Request & Report to Council

February 15, 2019

- 3) The Fitness Classes help to improve agility, strength and balance. This reduces the loss of strength due to aging, and reduces the fear of falling, as well as helps with arthritis through movement.
- 4). The Fitness Classes build confidence in the attendee's physical ability, and create social connections in a safe and non-judgemental environment. This deters isolation and helps to create positive mental and emotional wellness, which in turn can help to fight depression and relieve anxiety.
- 5). Many attendees are from surrounding communities, (Huntsville, Burk's Falls, Katrine, Emsdale), travelling to Kearney to attend, which further raises awareness of the Town of Kearney and the Town's commitment to such activities.

C. Town of Kearney Strategic Plan, 2019-2025

Maintaining the Fitness Classes dovetails with the stated goal and two of the Key Directions of the 5th Community Priority of the Kearney Strategic Plan: Recreation & Leisure: "...to maintain a high quality of life for our residents through **local** access to recreational and leisure activities. It is our intention to **continue bringing current and new events, festivals, health & fitness activities to participants and residents of all-ages while maximizing the usage of our current facilities and parks.**"

Two of the Key Directions of the Plan are to:

- Provide different activities for people of all-ages (seniors, adults, young adults, teens, youths, infants)
- Provide activities and hubs to help seniors maintain an active, engaging, and productive lifestyle.

D. Conclusion

All of the attendees find great value in these classes which build nurturing social and healthy lifestyle bonds within the community.

Many people attend more than one class per week, and many attendees are seniors, so **it is critical that the price per class is affordable**, particularly in an area where there are many people with limited and fixed income.

The continuation and consistency of these Fitness Classes at our Community Centre will result in many benefits for all.

Continuity of Fitness Classes After March 31, 2019 Request & Report to Council

February 15, 2019

E) Statistics

1. Attendance Records – Pre-Grant

*** Not many attendance sheets were on file.*

Classes were \$5 per class OR 8 classes for \$35

		Total Attendees	Average Class Size
GET FIT	May 16-June 6, 2017	92	12
CHAIR FIT	May 11-June 5, 2017	46	6
SCULPT	Jan 12-June 6, 2017	156	7

2. Attendance Records – with the grant

There were complete attendance records

Classes were free

June 12, 2017 to Jan 31, 2019

	Total Attendees	Average Class Size
GET FIT	2839	19
CHAIR FIT	1149	8
SCULPT	1860	12

3. Survey

The signatories indicated that they would like the classes to continue. **Every attendee** signed the survey sheets indicating that they would like the class(es) to continue

They were asked if they were prepared to pay \$10 or \$5. Some wrote on \$2

			# names	\$10	\$5	\$2	no answer	# responses	
Wed	06-Feb	GET FIT	25	1	11	11	3	26	(some people answered both \$5 & \$10)
Thurs	07-Feb	CHAIR FIT	8	0	6	3	0	9	(some people answered both \$2 & \$5)
Wed	06-Feb	SCULPT	6	1	4	2	0	7	(some people answered both \$5 & \$10)
Thurs	07-Feb	SCULPT	23	0	16	2	5	23	
Total			62	2	37	18	8	65	
				3%	57%	28%	12%	100%	

COVID-19: Get the [latest updates](#), take a [self-assessment](#) or learn about the [COVID Alert exposure-notification app](#).



Guidance for facilities for sports and recreational fitness activities during COVID-19

Read the approved plan for facilities for sports and recreational fitness activities.

We will update guidance in the near future to reflect the most recent changes to the Stage 2 Emergency Order ([Regulation 263/20](https://www.ontario.ca/laws/regulation/200263) (<https://www.ontario.ca/laws/regulation/200263>)) and the Stage 3 Emergency Order ([Regulation 364/20](https://www.ontario.ca/laws/statute/20r17)) under the [Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020](#) (<https://www.ontario.ca/laws/statute/20r17>).

Version 3 - October 10, 2020

In accordance with [O. Reg. 364/20: Rules for Areas in Stage 3](https://www.ontario.ca/laws/regulation/200364) (<https://www.ontario.ca/laws/regulation/200364>), the Office of the Chief Medical Officer of Health (OCMOH) has approved the following plan for the operation of facilities for sports and recreational fitness activities, such that the capacity limits for indoors set out below apply on a per room basis, including areas for spectators, for facilities that operate in accordance with this plan and related guidance.

This Approved Plan, effective as of October 10, 2020, has been updated to align with requirements under [O. Reg. 364/20: Rules for Areas in Stage 3](https://www.ontario.ca/laws/regulation/200364) (<https://www.ontario.ca/laws/regulation/200364>).

The Approved Plan provides information for facilities for sports and recreational fitness activities, including gymnasiums, health clubs, community centres, multi-purpose facilities, arenas, exercise studios, yoga studios, and other fitness facilities in regions in Stage 3. It is not intended to take the place of medical advice, diagnosis, treatment, or legal advice. In the event of any conflict between this Approved Plan and any applicable legislation or orders or directives issued by the Minister of Health or the Chief Medical Officer of Health (CMOH), the legislation, order or directive prevails.

Capacity - general - Areas in Stage 3

Section 8 of Schedule 2 to [O. Reg. 364/20: Rules for Areas in Stage 3](https://www.ontario.ca/laws/regulation/200364) (<https://www.ontario.ca/laws/regulation/200364>) ("Regulation"), provides that every person who engages in sports or a recreational fitness activity at the facility, other than a team sport, **must maintain a physical distance of at least two metres from every other person at all times during the activity.**

The total number of members of the public permitted to be at the facility in a class, organized program or organized activity at any one time is limited to the number of people that can maintain a physical distance of at least 2 metres from other people in the facility, and in any event, cannot exceed 50 people indoors or 100 people outdoors.

The total number of members of the public permitted to be at the facility in areas containing weights or exercise machines at any one time is limited to the number of people that can maintain a physical distance of at least 2 metres from every other person in the facility, and in any event cannot exceed 50 people.

The total number of spectators permitted to be at the facility at any one time is limited to the number of people that can maintain a physical distance of at least 2 metres from every other person in the facility, and in any event can not exceed 50 spectators indoors or 100 spectators outdoors.

The amenities that are not subject to gathering limits, such as swimming pools, tennis courts, and shooting ranges, are subject to maintaining at least two metres physical distance from every other person at all times, unless otherwise stated, in accordance with [O. Reg. 364/20: Rules for Areas in Stage 3](https://www.ontario.ca/laws/regulation/200364) (<https://www.ontario.ca/laws/regulation/200364>).

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If the facility is being used for another purpose such as child care, or as a meeting or event space, the facility must follow all applicable laws, guidelines or CMOH advice with respect to that use.

For clarity with regards to sports play, individual and team sports are permitted in facilities for sport and recreational fitness, in accordance with indoor and outdoor gathering limits for each space and must follow the specific rules for team sports and organized team sports set out in section 8 of *O. Reg. 364/20: Rules for Areas in Stage 3* (<https://www.ontario.ca/laws/regulation/200364>).

These capacity limits apply unless a facility is operating in accordance with a plan for facilities for sports and recreational fitness activities approved by the Office of the Chief Medical Officer of Health (OCMOH) (this "Approved Plan").

Capacity - facilities that operate in accordance with Approved Plan

- In accordance with *O. Reg. 364/20: Rules for Areas in Stage 3* (<https://www.ontario.ca/laws/regulation/200364>), the OCMOH has approved the following plan for the operation of facilities for sports and recreational fitness activities. For facilities that operate in accordance with this Approved Plan and related guidance, the general capacity limits for indoors set out above apply on a per room basis, and the general capacity limits for outdoors apply on a per area basis, including areas for spectators

Masks and face coverings

Facility operators should be familiar with the requirement in section 2 of Schedule 1 of the Regulation requiring the person responsible for a business or organization that is open to ensure that any person in the indoor area of the premises wears a mask or face covering in a manner that covers their mouth, nose and chin during any period when they are in the indoor area, subject to exceptions set out in the Regulation.

Food and drink

Food and beverage service must comply with the Province's Stage 3 requirements as set out in section 1 of Schedule 2 of the Regulation (*O. Reg. 364/20: Rules for Areas in Stage 3* (<https://www.ontario.ca/laws/regulation/200364>)).

Health and safety - general

This Approved Plan does not affect any applicable legislative or regulatory requirements related to health and safety such as those in the *Occupational Health and Safety Act* (<https://www.ontario.ca/laws/statute/90o01>) (OHS) and its regulations or in any regulation under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020* (<https://www.ontario.ca/laws/statute/20r17>).

Employers must comply with municipal by-laws, section 22 orders issued by local medical officers of health and any applicable public health advice, recommendations and instructions of the local medical officer of health. Operators of facilities for sports and recreational fitness activities must comply with all other applicable requirements outlined in policies and guidelines issued by the Ministry of Heritage, Sport, Tourism and Culture Industries, including any other relevant requirements or instructions issued under emergency orders, policies or guidelines issued by the Government of Ontario.

It is important that employers have plans in place to respond quickly if a worker or patron has been exposed to or confirmed positive for COVID-19.

Employers are encouraged to use the Ontario guide to developing a COVID-19 workplace safety plan (<https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan>) to make plans and put controls into place to make the operation safer for everyone.

For additional information, please refer to:

- The Ontario COVID-19 website (<https://www.ontario.ca/page/resources-prevent-covid-19-workplace>) page for general workplace information.
- The Directives, Memorandums and Other Resources (http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/dir_mem_res.aspx) page for the most up-to-date directives.
- The Ministry of Health (MOH) COVID-19 website page (http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx) for updates to the Reference Document for Symptoms, mental health resources, and other information.

2-

Recommendations for health and safety

1. Ensure all infection prevention and control practices are followed. This includes, but is not limited to:
 - Promoting and performing proper hand hygiene before and after each activity or entering a room. Refer to Public Health Ontario's (PHO) How to Wash Your Hands fact sheet (<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-hand-hygiene.pdf?la=en>) (PDF).
 - Reminding patrons and workers to refrain, to the extent possible, from touching their eyes, nose, mouth, and other parts of their face during activity.
 - Providing alcohol-based hand rub (ABHR) or hand washing stations and ensuring they are readily available in all key areas of the facility, including in high-traffic areas such as the lobby area, patron services, change rooms, washrooms, and throughout the various workout and class areas.
 - Removing equipment that may be difficult to clean and disinfect (e.g., soft equipment such as foam rollers, yoga blocks, yoga mats, straps, ropes, etc.)
 - Encouraging patrons to bring their own equipment, if possible (e.g., yoga mat, ball, racket, towels).
 - Limiting the use of shared equipment or shared activities.
 - Increasing the frequency of cleaning and disinfecting of high-touch surfaces and common or shared spaces, such as washrooms, lobbies, change rooms, areas for workouts and classes, and workout equipment. Refer to PHO's Cleaning and Disinfection for Public Settings fact sheet (<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>) (PDF).
 - The surfaces most likely to become contaminated include door handles, handrails, toilet and faucet handles, counters, pin pads, and touch screens.
 - Fitness and sports equipment should be cleaned and disinfected frequently, such as between uses or at the end of play. This includes free weights, weight machines, treadmills, rowing machines, stationary bikes, classroom areas, balls, rackets, gloves, and other sports gear - including having a dedicated worker to ensure cleaning between use.
 - Work out areas with weights and equipment, studios, classes, and rooms, courts, change rooms, and spectator areas should be cleaned and disinfected as is necessary to maintain a sanitary condition after each session or timeslot.
 - Utilizing only cleaning and disinfectant products that have a Drug Identification Number (DIN), are not expired, and are appropriate for use on the item that is to be cleaned and disinfected. Low-level hospital grade disinfectants may be used. Always follow the manufacturer's instructions.
 - Considering additional enhanced cleaning and disinfection protocols for the facility overnight.
 - Decreasing touchpoints such as keys and lockers and consider contactless check-in and touch-free payment systems.
 - The use of disposable paper towels is preferred over the use of hand dryers in washrooms or change rooms.
 - Considering the suspension of towel and other rental services.
 - If offered, towels should be clearly separated (clean and used), appropriately laundered (hot water 60° to 90°C and dried well).
 - All other rented materials should be disinfected between use.
 - Limiting the use of water fountains to be used only to re-fill water bottles, not for individuals to drink directly from them.
2. Ensure physical distancing of at least two metres between individuals by:
 - Using visual cues (e.g., signs, posters, floor markings, stanchions, etc.) to guide patrons from outside to throughout the facility (including hallways, common areas) to exit.
 - Developing procedures that allow for uncongested entry and exit (e.g., dedicated one-way entry and exit pathway for each activity area).
 - Designating workers to oversee the physical distancing and line-ups of patrons prior to entering the facility, inside common areas such as lobbies, locker rooms and workout areas.
 - Operators and patrons are required to comply with all rules related to masks/face coverings. Operators should encourage the use of masks/face coverings for patrons waiting/lining-up outside.
 - Reviewing and coordinating the use of all amenities to ensure physical distance of at least two metres can be maintained in common areas if the facility is a community centre, multi-purpose facility, or other complex with multiple uses.
 - Staggering schedules for the use of all the amenities in the facility (e.g., workout areas, classes, rinks, courts, spectator viewing, etc.) to support patron flow and physical distancing in common areas (including entrances, exits, stairwells, elevators). This also includes amenities that are part of a community centre, multi-purpose facility, or other complex with multiple uses that are not for sport and recreational fitness.
 - Consider using online pre-booking for schedules.

- Consider blocking and staggering times for the use of amenities in order to minimize crowding in common areas within the facility.
 - Enough time should be allocated to allow for the cleaning and disinfecting of sport and recreational fitness areas and equipment at established intervals (i.e., between bookings).
 - Ensure that once the activity is completed, patrons exit the facility.
 - The total number of persons in a room will depend on the ability to maintain physical distancing within the room.
 - Consider limiting spectators if there is not sufficient space in common areas such as washrooms, hallways, and other areas or amenities.
 - Large areas, such as weight rooms, gymnasiums and sports courts, can be subdivided into one or more separate rooms, separated by a non-permeable barrier to allow the capacity limits apply to each room in accordance with this Approved Plan. Patrons should be restricted to one sport or recreational fitness room or area for the duration of their scheduled activity.
 - Arranging machines and equipment to facilitate at least two metres distance between patrons within a workout or class area, including the removal or blocking of machines and equipment to prevent their use.
 - Installation of non-permeable barriers between machines and equipment (covering the entire space between the machines or equipment) if they cannot be moved to accommodate physical distancing, as well as at customer service counters and screening locations.
 - For high-intensity physical activity (e.g., rows of treadmills and elliptical machines), consider a physical distance of more than two metres between equipment.
 - Encouraging patrons playing team sports that are not part of a league to play with patrons in their household if they cannot maintain physical distance of at least two metres.
 - Considering physical distance greater than two metres in all directions for fitness activities with high intensity (e.g., rapid inhalation, deep exhalation) and/or range of movement (e.g., dance fitness, medicine ball or kettlebell exercises), which may include reducing the number of people in a room.
 - For classes with significant movement, it is recommended that patrons be assigned a designated area in which they can move freely without impeding on other participants. Floor markings, such as a taped outline, can be used to visualize these boundaries. Patrons should stay in their designated area. Class sizes should be adjusted accordingly to ensure physical distancing can be maintained at all times.
 - Ensuring that for class instruction
 - Instructors follow physical distancing requirements and remind patrons of adhering to physical distancing and following infection prevention and control practices.
 - Instructors consider the use of microphones to support physical distancing and reduce the need for shouting or walking around. If used, they should be sanitized between each use or individual ones assigned to each instructor.
 - Patrons should not be permitted to sing along to the music or shout back at the instructor.
 - Encouraging patrons to arrive prepared and appropriately attired to begin their activity and limit exposure to others in common areas, such as change rooms before or after their activity.
 - Patrons should be encouraged to wait either in a vehicle or physically distanced outside before their activity. Wearing a face covering is highly recommended for those waiting in line to enter the facility.
 - Arranging change rooms and washrooms to facilitate physical distancing while in use, including blocking of alternating lockers, showers, sinks, stalls, urinals, and other amenities.
 - Considering expanding online offerings (e.g., online fitness classes) to reduce the burden on in-person activities.
 - Considering offering longer business hours to smooth out peak demand.
 - Staggering workers' schedules and breaks and providing sufficient space for staff to remain physically distanced on breaks and while on the job, to the extent possible.
 - Encouraging remote-capable workers to continue these practices.
3. Ensure adherence to guidance on the usage of partitions and room separation.
- Use, to the extent possible, existing rooms to support operations.
 - If additional space is created to offer specific activities (e.g., workout classes, separated exercise machine areas), a partition can be placed to divide a large room into more than one distinct space by:
 - Ensuring the height and width of the partition reflects the room dimensions and ability to effectively physically separate groups (i.e., floor to ceiling). The height of the partition should ideally be above the breathing zone of individuals to prevent the spread of droplets expired by patrons.
 - Ensuring that the partition does not interfere with ventilation and airflow and meets fire code regulations.
 - Installing a partition that is made of materials that are of a hard, non-porous surface that can be easily and routinely cleaned and disinfected (i.e., between use). For optimal infection protection and control, there should be no physical contact with the partition.
 - If ceiling fans are present, the location of the fans should take into consideration the air blowing from the fans to prevent droplets blowing from one person to another within or between the partitioned sections.

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- Ensuring that partitions are secured appropriately, following fire and building code requirements to allow for evacuation of all individuals from a building in case of an emergency.
 - Ensuring that there is no contact with the partition.
- Consider placing employees at these points to prevent patrons from crossing into other areas.
- 4. Use of masks or face coverings.
 - As per the Regulation (O. Reg. 364/20: Rules for Areas in Stage 3) (<https://www.ontario.ca/laws/regulation/200364>), persons responsible for a business or organization that is open is required to ensure that any persons in the indoor area of the premises of the business or organization wears a mask or face covering in a manner that covers their mouth, nose, and chin during any period when they are in the indoor area, subject to any applicable exceptions set out in subsection 2(4) of Schedule 1 to the Regulation.
- 5. Reinforce safe food handling practices and ensure cafes, restaurants, drink bars or other concession stands within the facility follow applicable guidelines (<https://www.ontario.ca/page/restaurant-and-food-services-health-and-safety-during-covid-19>) and regulations.
 - Food should be consumed in a designated dining area or spectator area while seated.
 - Food should not be consumed in sport or recreational fitness rooms or areas.
 - Limiting the use of water fountains to be used only to re-fill water bottles, not for individuals to drink directly from them.
 - Kitchen food prep workers should wear gloves when required.
 - Hand washing should take place before handling food, when hands are soiled, and in between tasks.
- 6. Facility ventilation systems should be both operational and appropriate for the activities practiced within.
 - Avoiding stagnant air conditions. Bring in fresh air by maximizing the outdoor air ratio of the heating, venting and air conditioning (HVAC) system settings or by opening windows. If this is not possible or practical for the whole facility, focus them in places where crowding may be an issue and areas used for group exercise classes.
 - Avoiding recirculation of air as far as practically possible.
 - Ensure that air-handling (HVAC) systems are maintained according to the manufacturer's instructions and meet minimum American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) standards.
 - Limiting the blowing of air across people and surfaces. The use of fans should be limited as they blow people's exhaled droplets to others.
 - Ceiling fans high up in the room (e.g., 25 feet up in a gym), are less of a concern than ceiling fans on low ceilings.
 - Pedestal fans or high-powered fans on/near the floor should not be used as they generate strong air currents across people at head level (breathing zones) or across surfaces (possible resuspension of particles). This would be exacerbated if people working out cool off in front of the fan.

Recommendations for screening

1. All individuals (workers, patrons, spectators, contractors, etc.) entering the facility should be actively screened. Temperature checks are not required.
 - For workers: in addition to active screening using the Screening Tool for Workplaces (Businesses and Organizations) (http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/workplace_screening_tool_guidance.pdf), they should be encouraged to self-monitor by checking for symptoms compatible with COVID-19 before each shift.
 - For patrons: consider using online screening methods before their pre-booked visit, such as with an app, SMS, or email through which they attest or confirm. Facilities may consider using or adapting Ontario's COVID-19 self-assessment tool (<https://covid-19.ontario.ca/self-assessment/>).
2. Staff who conduct screening should ideally be behind a physical barrier (e.g., plexiglass) to protect from droplet and contact spread or stand at least two metres (6 feet) away from an individual. Where screening cannot occur behind a barrier or must involve contact with a patron or visitor, at a minimum a surgical/procedure (medical) mask and eye protection are required when screening at the door. Alcohol-based hand rub (ABHR), tissue, and a lined no-touch waste basket or bin should also be available.
3. All those who do not pass the screening should not be permitted to enter the facility.
4. Anyone with symptoms of COVID-19 at screening or who has not passed the screening, should be told to self-isolate (<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-how-to-self-isolate.pdf?la=en>) (PDF) immediately and encouraged to get tested. Information about assessment centres can be found here (<https://covid-19.ontario.ca/covid-19-assessment-centres/>). If they have questions related to COVID-19, they should contact their primary care provider or Telehealth Ontario (1-866-797-0000) or visit Ontario's COVID-19 website (<https://covid-19.ontario.ca/>).
5. Signage (http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx) should be posted on the entry doors and throughout the facility to prompt individuals to self-identify if they feel unwell or exhibit symptoms of COVID-19.

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6. Keep a record of all individuals (including names, contact information, dates and times) who enter the facility. These records must comply with any applicable retention and privacy requirements and could support case and contact tracing by the local public health unit the event of an outbreak.

Recommendations for symptomatic patrons or workers

1. Patrons or workers who become unwell while at the facility should be instructed to immediately self-isolate and separate themselves from others. They should be told to go home immediately (if possible, with private transportation, avoiding taxis, ride shares, and public transit) and encouraged to get tested. Information about assessment centres can be found here (<https://covid-19.ontario.ca/covid-19-assessment-centres>). If they have questions related to COVID-19, they should contact their primary care provider or Telehealth Ontario (1-866-797-0000) or visit Ontario's COVID-19 website (<https://www.ontario.ca/page/covid-19-support-people>).
2. Workers who become unwell while at work should notify their supervisor immediately.

Occupational health and safety

1. The OHSA requires employers to take every precaution reasonable in the circumstances for the protection of a worker. This requirement applies to all Ontario workplaces at all times and includes the need to put control measures in place to protect workers from infectious disease hazards such as COVID-19.
2. All workplace parties (e.g. employers, supervisors, workers) have statutory responsibilities related to health and safety in the workplace.
3. The guide to developing a COVID-19 workplace safety plan (<https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan>) can help employers use the public health and workplace resources available at Ontario.ca to develop and implement control measures suited to their situation. Many of the controls used to prevent transmission of the virus are the same for workers and members of the public.
4. The safety plan can be modified to incorporate new information about risks and how to control them and to reflect changes in legislated requirements, as appropriate. The requirement to protect workers will not change through the stages of reopening.
5. Important elements of occupational health and safety during COVID-19 include:
 - Ensuring that a physical distance of at least 2 metres (6 feet) between the worker and other individuals is maintained, or that a non-permeable physical barrier is in place.
 - Using masks as source control. This involves having workers, patrons and visitors wear a mask to protect those around them. Source control masking should not be used as a substitute for physical distancing - both of these control measures lower risk and should be used together.
 - Even with other controls in place, including physical distancing and source control masking, there may be situations where personal protective equipment (PPE) will be required.
 - A surgical/procedure (medical) mask and eye protection must be used by workers when unable to maintain physical distance of at least 2 metres (6 feet) from any unmasked individuals where a physical barrier is not present.
6. The employer must determine what PPE is required and ensure that it is worn by workers.
7. A training program to support the safe implementation of recommended precautions should be provided to all workers. It is the employer's responsibility to ensure all workers are instructed and trained on the safe use, limitations, proper maintenance and storage of supplies and equipment, including but not limited to: ABHR; PPE; and cleaning supplies and equipment.
8. Employers should have written policies and procedures in place that support worker safety including for infection prevention and control, as well as addressing COVID-19 in the workplace (including privacy, absenteeism, reporting, communication, etc.)
9. A facility's joint health and safety committee (JHSC) or health and safety representatives should play a role in reviewing and revising health and safety policies with the employer.
10. If workers are unwell or are aware that they have been in close contact with someone who is confirmed as having COVID-19, they should notify their manager or supervisor, and should not come to work. They should also be encouraged to get tested. Information about assessment centres can be found here (<https://covid-19.ontario.ca/covid-19-assessment-centres>). If they have questions related to COVID-19, they should contact their primary care provider or Telehealth Ontario (1-866-797-0000) or visit Ontario's COVID-19 website (<https://www.ontario.ca/page/covid-19-support-people>).
11. If a worker is confirmed by the local public health unit as a "close contact" of an individual who has tested positive for COVID-19, the employer and worker:
 - Must follow advice from the local public health unit (<https://www.phdapps.health.gov.on.ca/PHULocator/>).
 - Should follow the facility's policies and procedures.
12. If COVID-19 is suspected or confirmed in a worker:
 - The worker must remain in isolation and follow the directions of the local public health unit (<https://www.phdapps.health.gov.on.ca/PHULocator/>).

- The duration of the self-isolation period for the worker will be determined by the local public health unit based on their risk assessment and provincial guidelines.
 - Once discharged from isolation by local public health, the employer and worker must follow the facility's policies and procedures, including but not limited to:
 - Worker reporting to the department responsible for occupational health and safety or notify their supervisor prior to return to work.
 - Management conducting a risk assessment, await guidance from public health and act on any public health recommendations.
 - Negative clearance tests prior to return to work are not required or recommended.
13. If the employer is advised that a worker has tested positive for COVID-19 due to an exposure at the workplace or if a claim has been filed with the Workplace Safety and Insurance Board (WSIB), the employer must give notice in writing within four days to the:
- Ministry of Labour, Training and Skills Development;
 - Workplace's joint health and safety committee (or health and safety representative); and
 - Worker's trade union, if any.
- Additionally, the employer must report any instances of occupationally acquired infection to the WSIB within 72 hours of receiving notification of the illness.

Updated: November 6, 2020

Published: August 14, 2020

COVID-19 Guidance for Indoor & Outdoor Events & Gatherings

The following guidance is intended to help organizers and permit-holders of events and gatherings reduce the spread of COVID-19. Indoor and outdoor events/gatherings covered within this guidance include:

- Concerts and live shows, including performing arts events
- Meeting or event spaces
- Movie theatres/cinemas
- All other organized or spontaneous indoor and outdoor events and social gatherings (e.g. parties, fundraisers, fairs, wedding receptions, funeral receptions).

Provincial Orders

Under the *Reopening Ontario Act – modified Stage 2 Orders*, organized public events and gatherings must comply with the following restrictions:

- Cinemas and movie theatres must be **closed**.
- Indoor dining in a food premise (e.g. restaurant, banquet hall) is **not permitted**.
- Dancing, singing and the live performance of brass or wind instruments in a food premise (e.g. restaurant, banquet hall) is **not permitted**.
- Concert venues, theatres and cinemas may open for the purpose of rehearsing or performing a recorded or broadcasted concert, artistic event, theatrical performance or other performance if they comply with the following conditions:
 - No spectators may be permitted in the concert venue, theatre or cinema.
 - Every performer and other person who provides work for the concert venue, theatre or cinema must maintain at least two metres physical distance from every other person, except:
 - if it is necessary for the performers or other persons to be closer to each other for purposes of the performance or rehearsal, or
 - where necessary for the purposes of health and safety.
 - Singers and players of brass or wind instruments must be separated from any other performers by plexiglass or some other impermeable barrier.

Changes to gathering limits (O Reg 263/20)

Meetings, events and social gatherings are restricted to **10 people or less indoors** and **25 people or less outdoors**. No more than **six people** may be seated at a table in a rented space.

- Gathering limits are subject to physical distancing requirements – all guests must maintain two metres/six feet distance from those outside their household.
- Concerts, artistic events, theatrical performances and other performances **for more than 10 people** are permitted, but only if they are provided in a drive-in or drive-through format.

Revised October 19, 2020

- Gatherings for the purposes of religious services, rites or ceremonies, and wedding ceremonies or funeral services are limited to up to 30% of the venue's room capacity indoors and 100 people outdoors. Physical distancing must be maintained at all times.
- Social gatherings associated with wedding, funeral or religious services, rites or ceremonies (e.g. reception, party) must comply with the modified Stage 2 indoor (10 persons) and outdoor (25 persons) gathering limits, as above, and not 30% of the room's capacity.
- Indoor events and gatherings cannot be combined with outdoor events or gatherings to increase the applicable gathering size. Indoor capacity limits apply to events that are fully or partially indoors.

All planners, organizers, operators and permit-holders of events/gatherings, regardless of their purpose and size, have a responsibility to assess the risks associated with their event/gathering, and their ability to mitigate these risks. They are responsible for implementing measures to reduce the risk of infection among all those who participate in their activities (e.g. staff, performers, volunteers, attendees). This includes management of lines or crowds at entrance and exit points and around the perimeter of the event space. Events that contravene these public health orders are subject to fin.

This document does not replace the need for applicable City permits. COVID-19 mitigation and safety measures are a new consideration as part of event permitting, however, they do not replace any pre-existing permit requirements, health and safety practices, or conditions.

Provincial orders under the *Reopening Ontario Act* and/or guidance related to events and social gatherings may change. Please check the City of Toronto website regularly for updated guidance.

COVID-19 Transmission

Respiratory transmission: COVID-19 is an illness that is spread mainly from person-to-person through close contact from respiratory droplets of someone with COVID-19. The respiratory droplets can travel up to two metres/six feet when we cough, sneeze or talk. The *more* people an individual interacts with at a gathering and the *longer* that interaction lasts, the higher the potential risk of COVID-19 infection and spread.

Contaminated surfaces: It is possible for a person to get COVID-19 by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes. The virus can survive on plastic and stainless steel surfaces for up to 72 hours. More information about COVID-19 can be found in the Toronto Public Health COVID-19 Fact Sheet.

Protective Measures to Keep Everyone Safe

- Stay home when you are sick.
- Keep a two metre/six foot distance from people you don't live with, when possible.
- Wash your hands often, and avoid touching your face with unwashed hands.
- Cough or sneeze into your elbow.

Revised October 19, 2020

- Wear a mask or face covering when you are in indoor public spaces, as per the City bylaw, and when you cannot maintain two metre/six foot distance outdoors.
- Clean and disinfect frequently touched objects and surfaces.

Physical Distancing

- Physical distancing means keeping a distance of two metres/six feet from others. Plan and modify the layout of your setting to ensure enough space is provided for attendees, vendors, performers and staff to maintain physical distancing.
- Calculate the maximum number of guests permitted according to current provincial regulations or physical distancing requirements, **whichever is less**. Limit the number of guests accordingly.
 - The maximum number of guests that should be permitted at any one time based on physical distancing requirements can be calculated as one person per two metres squared (four square metres or 43 square feet) of publicly accessible floor space.
 - Consider a booking system or issuing tickets, even for free events.
- Access to the event/venue should only be permitted to staff, volunteers, vendors, hired performers and guests who are registered or have a ticket.
 - Public access to the event/meeting space, room or thoroughfare should not be permitted.
 - The need to access a room through other rooms that are not part of the same event/meeting should be limited or minimized. This should be monitored by staff.
- Professional meeting/events should minimize allowing additional guests enter the space. Once a guest leaves, the facility should not allow entry of a new guest (i.e. no sharing of passes between guests).

Modify Programming

- Consider virtual options (e.g. live streaming, pre-recorded shows, small acoustic concerts, solo performances, or virtual reality and other digital experiences).
- Where possible, hold events outdoors instead of indoors.
- Limit or cancel activities where distances or other appropriate controls cannot be implemented such as guests standing by the stage, moshing and crowd surfing, photo opportunities, autographs, backstage access, etc.
- Buskers and other street performance events that attract crowds outside of a venue's controlled area are not permitted due to the difficulty of maintaining appropriate distancing and managing the size of the gathering.
- Offer more events/gatherings at a reduced capacity rather than hosting a single large event/gathering (e.g. offer multiple, staggered activities with a limit on the number of guests).
- Allow sufficient time between events/gatherings to allow safe and distanced exit and entry, and sufficient environmental cleaning in between.
- Keep the duration of the event/gathering to a minimum to limit contact among guests.
- Guests should remain seated as much as possible, with a maximum of six people per table.

Revised October 19, 2020

- Guests attending a multi-day event/meeting should remain with the same group/cohort for the duration of the entire event/meeting.
- Close or restrict access to non-essential common areas (e.g. photo booth with props, merchandise kiosks, concession stands, communal lounges).
- Discourage activities that can contribute to the spread of COVID-19 (e.g. singing, cheering, dancing, playing wind instruments, hugging), and encourage alternative practices, where applicable (e.g. humming, clapping, noisemakers, waving).

Modify and Arrange Site/Floor Plan

- Design an attendee flow that encourages one-way movement with prominent signage and/or floor markings.
- Increase floor marking and aisle signage to allow people to find their seats more easily.
- Arrange, mark and/or assign seating to ensure no more than six people per table, and minimum two metres/six feet distance between individuals who are not members of the same.
- Ensure that guests can access their event/meeting area without wandering (i.e. entering other event/meeting rooms/areas) and, if possible, use a dedicated entrance/exit.
- Identify areas where crowding and bottlenecks are common, such as lobbies or bathrooms, and use volunteers, staff or barriers to redirect people who may gather in these areas.
- Ensure enough space for people in high traffic areas, between chairs, tables, and places where people may gather.
- Ensure a minimum distance of at least two metres/six feet between performers and audience seating by blocking off the front two rows of spectator seating, if necessary.
- A plexiglass shield or other impermeable barrier is required between singers and players of brass or wind instruments and any spectators.

Manage Lines and Gatherings Within and Outside the Event

- Use barriers/structures to enclose the event space/venue and manage capacity and pedestrian traffic flow.
- Designate and manage entry and exit points to control the number of attendees. If the maximum number of attendees is reached, allow one person in for every person that leaves.
- Stagger arrivals, departures and breaks, where possible, to reduce congestion at points of entrance and exit and in common areas.
- Monitor and manage customer lines within and outside the venue.
- Post physical distancing signs at all entrances, kiosks and/or service counters.
- Place visual/textural markers spaced two metres/six feet apart (e.g. tape on the floor, pylons, signs) to encourage physical distancing.
- Discourage people from gathering outside the venue.
- Assign staff to monitor lines and to make public announcements reminding guests to keep two metres/six feet apart.

Ticket and Concession Kiosks/Booths

- Encourage online or telephone ticket purchases to minimize line-ups at the ticket/service counter.
- Include staggered arrival times to the ticket process to limit on-site queueing.
- Install physical barriers at the point of sale (e.g. plexiglass shield).
- Encourage electronic payment by debit or credit card, and to tap instead of using the PIN pad.
- Use a contactless transaction process to exchange concessions and/or scan tickets.
- Review the City of Toronto's COVID-19 Guidance for Retail Settings, as applicable.

Bylaw on Use of Masks and Face Coverings

- All staff, performers and guests must wear a mask or face covering indoors, as per a new City of Toronto bylaw and O. Reg. 263/20.
 - Some exceptions apply, including children under the age of two, and people with medical conditions that make wearing a mask difficult.
- Masks or face coverings are strongly recommended outdoors when physical distancing cannot be maintained.
- See Guidance for Employers on Preventing COVID-19 in the Workplace for more information.

Food and Drink**Changes to the sale and consumption of alcohol and hours of operation**

As per O. Reg. 263/20 any establishment or special occasion permit licensed to sell and serve alcohol must ensure that:

- liquor is sold or served only between 9:00 a.m. and 11:00 p.m.; and
- no consumption of liquor is permitted in the business or place between the hours of 12:00 a.m. and 9:00 a.m.
- Venues that serve food and drink must also comply with the regulations and guidance for restaurants, bars, etc. Indoor dining is currently not permitted.
- Where food and drink is served, guests must remain seated except to use the washroom, entering and exiting the area, or for the purposes of health and safety.
- Plated and/or pre-packaged meals are preferred.
- Communal and self-serve food services (e.g. buffets, passing of hors-d'oeuvres, fountain machines) are not permitted at this time.

Workplace Health and Safety

Review the Guidance for Employers on Preventing COVID-19 in the Workplace to plan and implement protocols to keep staff and customers safe, including:

- Health screening for staff and customers:
 - Actively screen everyone (staff, guests, event planners, security, suppliers, contractors etc.) entering the facility. Questions can be answered on paper, online or by asking people directly.

- Temperature checks are not required or recommended.
- Mask/face coverings for staff and customers.
- Cleaning and disinfection:
 - Minimise the use of linens so as to minimize exposure to contamination.
- Heating, ventilation and air conditioning (HVAC) systems.
- Hand hygiene and respiratory etiquette.
- Managing COVID-19 in the workplace.

Communication

- Provide information to staff, performers and guests about event/venue operations (e.g. public health measures, available amenities) through different communication platforms (e.g. event webpage, email social media accounts).
- Encourage staff and attendees to download the COVID Alert app so they can be notified directly if they have been in close contact with someone who was contagious with COVID-19.
- Download and display posters in high visibility areas in your setting to promote messages about how to stay safe during the COVID-19 pandemic:
 - Physical Distancing
 - Face & Mask Coverings
 - Protect Yourself
 - Information about COVID-19
 - Wash your Hands
 - Cover your Cough
 - Screening Posters for Entrances

Other Resources

[Guidance for Employers on Preventing COVID-19 in the Workplace](#)

[Guidance for Employers on Managing COVID-19 in the Workplace](#)

[Reopening Toronto Businesses & Workplaces: A Four Step Public Health Planning Guide](#)

[Guidance for Drive-in/Drive-thru Events](#)

[Planning a Funeral Reception / Celebration of Life during COVID-19 Checklist](#)

[COVID-19 Checklist for Planning a Wedding](#)

[Risk mitigation tool for gatherings and events operating during the COVID-19 pandemic](#)

[Risk mitigation tool for outdoor recreation spaces and activities during the COVID-19 pandemic](#)

More information

For more information, visit our website at www.toronto.ca/COVID19 or call us at 416-338-7600.

Events and Social Gatherings Quick Reference Guide

	Social events/gatherings	Religious Service, Ceremony or Rite
Indoor gathering limit	10 people or less	30% of the room capacity or less
Outdoor¹ gathering limit	25 people or less	100 people or less
Food or drink	Indoor dining is not permitted. If food or drink is served, guests must remain seated except to use the washroom or leave. No mingling.	
Mask/face covering	Mask/face covering must be worn at all times indoors, and outdoors when physical distancing is challenging.	
Physical Distancing	Guests should remain two metres/six feet from people they don't live with.	

Information about Drive-in and Drive-thru Events can be found [here](#).

¹ Outdoor spaces must have at least two full sides open to the outdoors and not be substantially blocked in any way.



The Corporation of the Town of Kearney

8 Main Street Box 38 Kearney ON P0A 1M0

MINUTES

SPECIAL COUNCIL MEETING Council Chambers Thursday, October 29th, 2020 10:30 a.m.

Council Members Present: Mayor Carol Ballantyne
Councillors: Cheryl Philip; Liz Stermsek; and Paul Ziraldo

Staff Present: Brenda J. Fraser, Clerk Administrator
Keven Beaucage, Deputy Clerk, Deputy Treasurer

1. **Call the Meeting to Order**
Res. No. 1/29/10/2020 Cheryl Philip, Liz Stermsek
BE IT RESOLVED that the Special Council meeting of the Corporation of the Town of Kearney on October 29th, 2020 be declared open and called to order at 10:30 a.m. **CARRIED**

2. **Disclosure of Pecuniary Interest and the General Nature Thereof – None noted.**

3. **Discussion and Resolution re: Vacancy on Council**
 Discussion of Council resulted in the following Resolutions.
Res. No. 3(a)/29/10/2020 Liz Stermsek, Paul Ziraldo
WHEREAS Council has received a letter of resignation from Councillor Mike Rickward;
NOW THEREFORE BE IT RESOLVED that, in accordance with Section 262(1) of the *Municipal At, 2001*, as amended, the Council of the Corporation of the Town of Kearney does hereby declare the Office of a Member of Council to be vacant.
RECORDED VOTE Requested by: Councillor Cheryl Philip

PHILIP, Cheryl	No
STERMSEK, Liz	Yes
ZIRALDO, Paul	Yes
BALLANTYNE, Carol	Yes

CARRIED

- Res. No. 3(b)/29/10/2020 Liz Stermsek, Paul Ziraldo**
WHEREAS Council has determined to declare the Office of a Member of Council to be vacant;
NOW THEREFORE BE IT RESOLVED that, the Council of the Corporation of the Town of Kearney determines to fill this vacancy by: Appointing a person who has consented to accept the Office if appointed.
RECORDED VOTE Requested by: Councillor Cheryl Philip

PHILIP, Cheryl	Yes
STERMSEK, Liz	Yes
ZIRALDO, Paul	Yes
BALLANTYNE, Carol	Yes

CARRIED

- Res. No. 3(c)/29/10/2020 Liz Stermsek, Cheryl Philip**
BE IT RESOLVED that the Council of the Corporation of the Town of Kearney appoints Mike Rickward to fill the Vacancy on Council.
RECORDED VOTE Requested by: Councillor Cheryl Philip

PHILIP, Cheryl	Yes
STERMSEK, Liz	Yes
ZIRALDO, Paul	No
BALLANTYNE, Carol	Yes

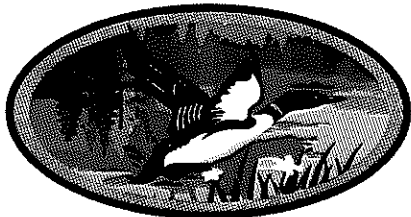
CARRIED

4. **Adjournment**
Res. No. 4/29/10/2020 Paul Ziraldo, Cheryl Philip
BE IT RESOLVED that the Special Council Meeting of the Corporation of the Town of Kearney adjourn at 11:05 a.m. to meet again at 9:00 a.m. on October 30th, 2020 in the Council Chambers, Kearney, Ontario. **CARRIED**

THE CORPORATION OF THE TOWN OF KEARNEY

Carol Ballantyne, Mayor

Brenda J. Fraser, Clerk



The Corporation of the Town of Kearney

8 Main Street Box 38 Kearney ON P0A 1M0

MINUTES

SPECIAL COUNCIL MEETING

Council Chambers

Friday, October 30th, 2020

9:00 a.m.

Council Members Present: Mayor Carol Ballantyne
Councillors: Cheryl Philip; Liz Stermsek; and Paul Ziraldo

Staff Present: Brenda J. Fraser, Clerk Administrator
Linda Moyer, Planning Technician

1. Call the Meeting to Order

Res. No. 1/30/10/2020 Paul Ziraldo, Liz Stermsek

BE IT RESOLVED that the Special Council meeting of the Corporation of the Town of Kearney on October 30th, 2020 be declared open and called to order at 9:01 a.m.

CARRIED

2. Disclosure of Pecuniary Interest and the General Nature Thereof

Councillor Liz Stermsek declared a pecuniary interest with regard to: Dual Zoning – the reason being, owning property with split designation.

3. Council Discussion re: Draft Comprehensive Zoning By-law

Discussion of Council focused around the public submissions received and site specific mapping adjustments. Topics included: Dual zones; Number of bunkies; RWF front yard setback; Definition of front lot line; Zoning for islands; Additional dwelling units; Size of docks; Buildings covered with cloth; Waste Disposal areas; Zoning layers in the RWF zone; and the following Resolution.

Res. No. 3/30/10/2020 Paul Ziraldo, Liz Stermsek

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney determines that the minimum front yard setback abutting a navigable waterway shall be 30 metres.

RECORDED VOTE Requested by: Mayor Carol Ballantyne

PHILIP, Cheryl	No
STERMSEK, Liz	Yes
ZIRALDO, Paul	Yes
BALLANTYNE, Carol	Yes

CARRIED

4. Adjournment

Res. No. 4/30/10/2020 Liz Stermsek, Paul Ziraldo

BE IT RESOLVED that the Special Council Meeting of the Corporation of the Town of Kearney adjourn at 12:09 p.m. to meet again at 1:00 p.m. on October 30th, 2020 in the Council Chambers, Kearney, Ontario.

CARRIED

THE CORPORATION OF THE TOWN OF KEARNEY

Carol Ballantyne, Mayor

Brenda J. Fraser, Clerk



The Corporation of the Town of Kearney

8 Main Street Box 38 Kearney ON P0A 1M0

MINUTES

REGULAR COUNCIL MEETING

Council Chambers

Friday, October 30th, 2020

1:00 p.m.

Council Members Present: Mayor Carol Ballantyne
Councillors: Cheryl Philip, Liz Stermsek and Paul Ziraldo

Staff Present: Brenda J. Fraser, CAO | Clerk | Treasurer
Keven Beaucage, Deputy Clerk, Deputy Treasurer
Linda Moyer, Planning Technian

1. **Call the Meeting to Order**

Res. No. 1/30/10/2020 Cheryl Philip, Liz Stermsek

BE IT RESOLVED that the Regular Council Meeting of the Corporation of the Town of Kearney on October 30th, 2020 be declared open and called to order at 1:00 p.m. **CARRIED**

2. **Approval of Agenda**

Res. No. 2/30/10/2020 Paul Ziraldo, Liz Stermsek

BE IT RESOLVED that the Agenda of the Regular Council Meeting of the Corporation of the Town of Kearney on October 30th, 2020 be adopted as amended.

DEFER 10(h)(ii) Deputy Mayor Ziraldo re: A visit from Santa CARRIED

3. **Declaration of Pecuniary Interest and the General Nature Thereof - None noted.**

4. **Delegations/Presentations**

(a) **Delegations - Nil**

(b) **Presentations – Nil**

5. **Minutes**

(a) **Adoption of Minutes**

(i) **Special Meeting**, Draft Minutes – October 9th, 2020

(ii) **Regular Meeting**, Draft Minutes – October 9th, 2020

(iii) **Special Meeting**, Draft Minutes – October 23rd, 2020

Res. No. 5(a)(i)-(iii)/30/10/2020 Liz Stermsek, Cheryl Philip

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney approves the Minutes of the Council Meeting(s) as follows:

(i) **Special Meeting**, Draft Minutes – October 9th, 2020

(ii) **Regular Meeting**, Draft Minutes – October 9th, 2020

(iii) **Special Meeting**, Draft Minutes – October 23rd, 2020 **CARRIED**

(b) **Receive Committee Minutes - Nil**

6. **Committee Resolutions for Consideration - Nil**

7. **Public Meetings (Pursuant to the *Planning Act*)**

(a) **Report and Resolution re: Amendment to Zoning By-law No. 2002-28, as amended RZ-02-20 (PRATT)**

Res. No. 7(a)/30/10/2020 Cheryl Philip, Liz Stermsek

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney approves application RZ-02-20 (PRATT) to rezone Part of Lots 19 & 20, Concession 14, in the Township of Bethune, now in the Town of Kearney from the Rural (RU) Zone to the Tourist Commercial Exception Five (CT-5) Zone to allow for an eco-tourist operation consisting of 10 cabins, 10 tent sites, an accessory dwelling, assembly hall, accessory retail sales and outdoor recreation activities. **DEFERRED**

(b) **By-law No. 2020-xx re:** To amend Zoning By-law No. 2002-28, as amended RZ-02-20 (PRATT)

Res. No. 7(b)/30/10/2020 Liz Stermsek, Cheryl Philip

By-law No. 2020-45, Being a By-law to amend Zoning By-law No. 2002-28, as amended (PRATT), be read a first time.

DEFERRED

8. **Public Meetings (Pursuant to the *Municipal Act*)** – Nil

9. **Unfinished Business** – Nil

10. **Reports and By-laws**

(a) **Building**

(i) **By-law No. 2020-xx re:** to authorize the signing of an amended Agreement with The Centre for Geographic Information Systems (CGIS) to add 'Chief Building Official Module'.

Res. No. 10(a)/30/10/2020 Liz Stermsek, Cheryl Philip

By-law No. 2020-46, Being a By-law to authorize the signing of an amended Agreement between the Corporation of the Town of Kearney and the Centre for Geographic Information Systems (CGIS) to add the 'Chief Building Official Module', be read a first, second and third time and numbered 2020-46 and that the said By-law be signed by the Mayor and Clerk, sealed with the Seal of the Corporation, and be engrossed in the By-law Book.

CARRIED

(b) **Planning**

(i) **Report and Resolution re:** Consent Application B-022/20 (TYTLER)

Res. No. 10(b)(i)/30/10/2020 Liz Stermsek, Cheryl Philip

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney recommends approval of Consent Application B-022/20 (TYTLER) subject to the following conditions:

That payment in lieu of a parkland dedication be paid in accordance with Section 51.1 of the Planning Act;

That a draft reference plan of survey be provided to the Town of Kearney for review prior to registration;

That any deviation of the travelled portion of the road which encroaches onto the subject property be surveyed and deeded to the Municipality;

That four copies of the final reference plan of survey, together with one digital copy, be provided to the Town of Kearney; and

That confirmation be received from the Operations Manager that there are no concerns with respect to access to the proposed lot.

CARRIED

(ii) **Report and Resolution re:** Exchange of Property (CANNING)

Res. No. 10(b)(ii)/30/10/2020 Paul Ziraldo, Liz Stermsek

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney accepts the recommendation to move forward with a By-law to provide for the acquisition of Part of Lot 6, east side of Kingmore (Main) Street, Plan 93, as in RO202488, in the Town of Kearney, in the District of Parry Sound. (CANNING)

CARRIED

(iii) **By-law No. 2020-xx re:** Acquisition By-law

Res. No. 10(b)(iii)/30/10/2020 Cheryl Philip, Liz Stermsek

By-law No. 2020-47, Being a By-law to provide for the acquisition of Part of Lot 6, east side of Kingmore (Main) Street, Plan 93, as in RO202488, in the Town of Kearney, in the District of Parry Sound, be read a first, second and third time and numbered 2020-47 and that the said By-law be signed by the Mayor and Clerk, sealed with the Seal of the Corporation, and be engrossed in the By-law Book.

CARRIED

(c) **Operations**

(i) **Transfer Station Report** – for the period October 2, 2020 to October 20, 2020 – **Report only.**

(ii) **Report and Resolution re:** Junction of Hwy 518 and Forestry Tower Road

Res. No. 10(c)(ii)/30/10/2020 Liz Stermsek, Cheryl Philip

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney directs Staff to relocate non-regulatory signs, to a minimum of 200 m away from the intersection of Forestry Tower Road and Hwy 518.

CARRIED

(iii) **Discussion re:** Temporary Garbage Collection

Res. No. 10(c)(iii)/30/10/2020 Paul Ziraldo, Liz Stermsek

WHEREAS members of the public have requested options for household garage disposal during the Cashman Creek Bridge Replacement;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney directs Staff to be available Tuesday and Saturday from 10:00 a.m. – 12:00 p.m. for garbage drop-off at Forestry Tower Road, to receive household garbage – no recycling and no construction material.

CARRIED

(d) **Administration**

(i) **By-law No. 2020-xx re:** Agreement between the Town of Kearney and the Northern Ontario Heritage Fund Corporation

Res. No. 10(d)(i)/30/10/2020 Liz Stermsek, Cheryl Philip

By-Law 2020-48 being a By-law to authorize the signing of an Agreement between the Corporation of the Town of Kearney and the Northern Ontario Heritage Fund Corporation, be read a first, second and third time and numbered 2020-48 and that the said By-law be signed by the Mayor and Clerk, sealed with the Seal of the Corporation and be engrossed in the By-law Book.

CARRIED

(ii) **By-law No. 2020-xx re:** Contract renewal with Parry Sound Ambulance Communication Service

Res. No. 10(d)(ii)/30/10/2020 Paul Ziraldo, Liz Stermsek

By-Law 2020-49 being a By-law to authorize the signing of an Agreement between the Corporation of the Town of Kearney and the West Parry Sound Health Centre, be read a first, second and third time and numbered 2020-49 and that the said By-law be signed by the Mayor and Clerk, sealed with the Seal of the Corporation and be engrossed in the By-law Book.

CARRIED

(iii) **Report and Resolution re:** Polling Station

Res. No. 10(d)(iii)/30/10/2020 Liz Stermsek, Cheryl Philip

WHEREAS in the past, Council has approved the use of the Kearney Community Centre by Elections Canada for Federal Elections;

AND WHEREAS our Municipality has been contacted by Elections Canada asking if our Community Centre may still be available as a voting location during the COVID-19 restrictions, should a Federal Election be called;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney determines that we will be able to host elections using our Seniors Room.

CARRIED

(e) **Treasury**

(i) **Report and Resolution re:** Payment Register

Res. No. 10(e)(i)/30/10/2020 Liz Stermsek, Cheryl Philip

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney has received the 'List of Accounts' and has no objections to be noted with regard to Cheques #30148 to #30224 in the total amount of \$534,063.88.

CARRIED

(ii) **Report re: 2020 Revenue and Expenditure Review – January to September 2020 – Report only.**

(iii) **Resolution re: Safe Restart Funding**

Res. No. 10(e)(iii)/30/10/2020 Paul Ziraldo, Liz Stermsek

WHEREAS the Corporation of the Town of Kearney has received a payment of \$157,400.00 under the Safe Restart Agreement, from the ministry of Municipal Affairs and Housing;

AND WHEREAS the funding is to be used to support COVID-19 operating costs and pressures of the Municipality;

AND WHEREAS if the amount of funding exceeds the Municipality's identified 2020 COVID-19 costs, the Province's expectation is that excess funding will be placed in Reserves to be accessed to support COVID-19 costs that the Municipality may continue to incur in 2021;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney shall transfer any funds in excess of 2020 identified COVID-19 costs to a COVID-19 reserve in 2020.

CARRIED

(f) **Fire and Emergency Services**

(i) **Report re:** Fire Chief, Fire Department Report for Regular Council Meeting on October 30, 2020 – **Report only.**

(ii) **Report and Resolution re: New Firefighter**
Res. No. 10(f)(ii)/30/10/2020 Liz Stermsek, Cheryl Philip
BE IT RESOLVED that, effective immediately, the Council of the Corporation of the Town of Kearney accepts Cheryl Smyth to the Kearney Fire and Emergency Services Department, as a volunteer firefighter/first responder, subject to the conditions agreed to in the United Food and Commercial Workers Collective Agreement. **CARRIED**

(g) **Facilities and Buildings** - Nil

(h) **Council Presentations**

(i) **Mayor Ballantyne, discussion re: Public Access to Town Office; Lions Park Ice Rink**

Discussion of Council resulted in the decision for Municipal Buildings to continue to remain closed to the public at this time.

Resolution of Council regarding the Ice Rink is found under Agenda Item 11(a)(i).

(ii) **Deputy Mayor Ziraldo re: A visit from Santa – Discussion Deferred.**

(iii) **Councillor Philip re: Draft Council Minutes**

Discussion of Council resulted in the decision to post Minutes in draft form on our Website.

11. **Correspondence**

(a) **Action Items**

(i) **Meg Stoyan re: Lions Club Outdoor Rink**

Res. No. 11(a)(i)/30/10/2020 Cheryl Philip, Liz Stermsek

WHEREAS a request has been received to keep our Lions Park outdoor ice rink open this winter season to encourage winter fitness activities;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney supports keeping our Lions Park outdoor ice rink open, subject to compliance with COVID-19 restrictions and guidelines. **CARRIED**

(ii) **Township of Asphodel-Norwood re: Cannabis Production**

Res. No. 11(a)(ii)/30/10/2020 Paul Ziraldo, Liz Stermsek

WHEREAS the Ontario Federation of Agriculture has adopted the position that licenced cannabis production for medical and/or recreational use purposes should be considered a farming activity;

AND WHEREAS the Government of Canada introduced Bill C-45 (the Cannabis Act) to create the foundation for a comprehensive national framework to provide restricted access to regulated cannabis, and to control its production, distribution, sale, importation, exportation and possession;

AND WHEREAS Section 7 of the Cannabis Act requires that any person who intends to submit an application for a licence for cultivation, a licence for procession, or a licence for sale that authorizes the possession of cannabis must provide written notice to:

- a) The local government;
- b) The local fire authority; and
- c) The local police force or the Royal Canadian Mounted Police detachment responsible for providing policing services to the area in which the site is referred to in the application;

AND WHEREAS Section 25(1) of the Act requires a holder of a licence for cultivation, a licence for processing, or a licence for sale that authorizes the possession of cannabis to provide a written notice to the local authorities within 30 days of issuance, amendment, suspension, reinstatement or revocation of a licence and provide a copy of said notice to the Minister;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney requests a governing body in cannabis production that:

1. Takes a unified approach to land use planning restrictions;
2. Enforces the regulations under the Cannabis Act on behalf of the licencing agency and ensures local authorities are in fact provided with notification of any licence issuance, amendment, suspension, reinstatement, or revocation within their region;
3. Communicates more readily with local governments; and
4. Provides local governments with more support.

AND FURTHER that this Resolution be forwarded to our MP, MPP, the Minister of Agriculture, Food and Rural Affairs and the Minister of Agriculture and Agri-Food, with the request that they enact legislation to support local governments

with land use management and enforcement issues.

CARRIED

(iii) **Township of Machar re: Drive Test Centre in Sundridge**

Res. No. 11(a)(iii)/30/10/2020 Liz Stermsek, Cheryl Philip

WHEREAS the permanent closure of the one day per week Sundridge Drive Test Site has recently been brought to our attention;

AND WHEREAS this is a great disservice to our residents and negatively impacts our communities by requiring travel to North Bay, Huntsville or Parry Sound for driver's licensing requirements;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney urges the Province of Ontario to reopen the Drive Test satellite location in the Village of Sundridge.

CARRIED

(b) Information Items

(i) **District of Parry Sound Social Services Administration Board re: Report - October 2020 – Report only.**

(ii) **Kearney Watershed Environmental Foundation re: October Newsletter – Report only.**

12. Other Business – Nil

13. Closed Session

Res. No. 13(a)-(b)/30/10/2020 Cheryl Philip, Liz Stermsek

BE IT RESOLVED that in accordance with Section 239, (1), (2), (3) and (3.1) of the Municipal Act, c. 25, S.O. 2001, as amended, the Council for the Corporation of the Town of Kearney will convene in Closed Session at 2:36 p.m. for discussion regarding:

(a) A proposed or pending acquisition or disposition of land by the municipality or local board (x 3)

(b) Labour relations or employee negotiations (x 2)

CARRIED

Res. No. 13(c)/30/10/2020 Paul Ziraldo, Liz Stermsek

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney reconvene in Open Session and report on matters discussed in Closed Session. Closed Session adjourned at 3:53 p.m.

CARRIED

14. Business Arising from Closed Session – Nil

15. Confirming By-Law

By-Law 2020-xx being a By-law to confirm the proceedings of Council at its Special Meeting held on October 23rd, 2020; at its Special Meeting held on October 30th, 2020; and at its Regular Meeting held on October 30th, 2020.

Res. No. 15/30/10/2020 Liz Stermsek, Paul Ziraldo

By-law No. 2020-50, Being a By-law to confirm the proceedings of Council at its Special Meeting held on October 23rd, 2020; at its Special Meeting held on October 29th, 2020; at its Special Meeting held on October 30th, 2020; and at its Regular Meeting held on October 30th, 2020, be read a first, second and third time and numbered 2020-50 and that the said By-law be signed by the Mayor and Clerk, sealed with the Seal of the Corporation, and engrossed in the By-law Book.

CARRIED

16. Adjournment

Res. No. 16/30/10/2020 Liz Stermsek, Cheryl Philip

BE IT RESOLVED that the Regular Council Meeting of the Corporation of the Town of Kearney adjourn at 3:56 p.m. to meet again at 1:00 p.m. on November 20th, 2020 in the Council Chambers, Kearney, Ontario.

CARRIED

**THE CORPORATION OF THE
TOWN OF KEARNEY**

Carol Ballantyne, Mayor

Brenda J. Fraser, Clerk

MINUTES

PUBLIC COUNCIL MEETING

As per *The Planning Act*

**Held during the Regular Council Meeting
on Friday, October 30, 2019**

Regarding: ZONING BY-LAW AMENDMENT - RZ-02-20 (PRATT)

Council Members Present: Mayor Carol Ballantyne
Councillors: Cheryl Philip; Liz Stermsek; and Paul Ziraldo

Staff Present: Brenda J. Fraser, Clerk Administrator
Linda Moyer, Planning Technician

7. Public Hearings (Pursuant to the *Planning Act*)

(a) Report and Resolution re: Amendment to Zoning By-law No. 2002-28, as amended - RZ-02-20 (PRATT)

Mayor Ballantyne stated that this was a Public Meeting for a Zoning By-law amendment held by Council under Section 34 of the *Planning Act*. Mayor Ballantyne then declared the Public Meeting open at 1:04 p.m., to consider a proposed rezoning of lands located in Part of Lots 19 & 20, Concession 14, in the Township of Bethune, now in the Town of Kearney from the Rural (RU) Zone to the Tourist Commercial Exception Five (CT-5) Zone.

The Mayor asked the Planning Technician to explain the purpose of the proposed rezoning.

The Planning Technician stated that the purpose of the proposed amendment is to allow for an eco-tourist operation consisting of 10 cabins, 10 tent sites, an accessory dwelling, assembly hall, accessory retail sales and outdoor recreation activities.

The Mayor asked if any written concerns been received.

The Planning Technician replied, yes, a submission was received from an area property owner concerned about the future use of the property. It is suggested that restrictions be added to the CT-5 Zone relating to the proposed servicing with privies, grey water pits and sand points and the use of ATV's on the lands. It was also requested that more detail be provided regarding the exact locations of the proposed 10 cabins, 10 tent sites, accessory dwelling, assembly hall, privies and sand points.

The Mayor asked if the applicant wished to make any comments.

The applicant was not in attendance.

The Mayor asked if anyone wished to speak in opposition of the proposed rezoning. Chris Bishof opposed the amendment for the following reasons: the application contradicts the meaning behind eco-tourism; the effect on wildlife and undisturbed natural areas; and, open ended points regarding the effects the operation will have.

The Mayor asked if anyone wished to speak in favour of the proposed rezoning, to which there was no response.

The Mayor asked if Council had any questions.

Councillor Philip stated she has concerns regarding the privies and asked if there is any documentation from North Bay Mattawa Conservation Authority. Planning Technician Linda Moyer explained that the original proposal was for 5 units and that building a cabin serviced by a privy would be permitted. Mrs. Moyer added that the By-law is proposed with 10 future rental cottages; this is essentially a Tourist Commercial (CT) Operation on 150 acres adjacent to Crown lands and as there are many permitted uses of the CT zone, an Exception Zone is being proposed without the suggestion of a site plan at this point. An assembly hall and accessory retail sales were added for development in the future, if desired. Councillor Ziraldo noted that the concerns raised are valid and he would like more detail from the applicant.

The Mayor asked if there were any further comments or questions from the public, to which there were none.

Mayor Ballantyne asked if the Planning Technician had anything further to add.

The Planning Technician stated that this is a large property; there is not a site plan at this stage; the eco-tourist component is the applicant's vision; and the By-law before Council speaks to more of a commercial use than perhaps what the applicant was describing.

Mayor Ballantyne asked if Council had any further questions. There were no further questions.

The Mayor asked the public to come forward and sign the sign-in sheet with their name, address and phone number, if they wished to receive the notice of decision. Mayor Ballantyne advised of the public's rights to appeal the decision of Council, if approved, to the Local Planning Appeal Tribunal.

Mayor Ballantyne stated that this completed the Public Meeting process and declared the Public Meeting for this Zoning Amendment closed at 1:19 p.m.

**THE CORPORATION OF THE
TOWN OF KEARNEY**

Carol Ballantyne, Mayor

Brenda J. Fraser, Clerk

**JOINT WASTE MANAGEMENT COMMITTEE
MINUTES**

Wednesday October 28, 2020
Electronic Meeting Hosted at
Perry Township Office

Attendance

Board Members: Gina Newhall, Cheryl Philip, Paul Sowrey, Liz Stermsek, Jim Hilt, Jim Cushman, Art Murdy

Staff: Kim Seguin, Secretary-Treasurer

The meeting was called to order at 6:02pm by the Chairperson.

Pecuniary Interest: None were declared

The minutes of the August 26, 2020 special meeting were reviewed, and it was;

Moved by: Cheryl Philip

Seconded by: Paul Sowrey

Resolution 2020-18:

Be it Resolved that the minutes of the August 26, 2020 meeting of the committee be approved as circulated.

Carried

Business Arising from the Minutes:

Councillor Philip updated the committee that Kearney was able to reduce the brush piles and burn them and didn't require chipping it and transporting to the landfill.

The Bank Reconciliations were presented for review, it was;

Moved by: Art Murdy

Seconded by: Liz Stermsek

Resolution 2020-19:

Be it Resolved that the Kearney Perry Joint Waste Management Committee have received and reviewed the bank reconciliations for August and September 2020 for the Scotiabank and Kawartha Credit Union accounts.

Carried

The accounts payable list was presented for approval, it was;

Moved by: Liz Stermsek

Seconded by: Paul Sowrey

Resolution 2020-20:

Be it Resolved that the Accounts Payable reports as of October 20, 2020, in the amount of \$48,459.26 be approved.

Carried

The Financial Report year to date was reviewed.

Moved by: Cheryl Philip

Seconded by: Art Murdy

Resolution 2020-21:

Be it Resolved that the Joint Waste Committee accept the 2020 Budget to Date report as of October 22, 2020 as presented.

Carried

New Business

The Secretary reported that the Monitoring report had not been received, item 8. i. was deferred.

The Report from the Secretary was reviewed regarding the GIC renewing in December.

The 2021 meeting schedule was reviewed, it was:

Moved by: Liz Sternsek

Seconded by: Jim Cushman

Resolution 2020-22

Be it resolved that the Kearney Perry Joint Waste Management Committee meeting schedule be set as the following:

Wednesday, February 24, 2021

Wednesday, April 28, 2021

Wednesday August 25, 2021

Wednesday, October 27, 2021

Note that the Public Liaison Committee Meeting will precede the Joint Waste Management Committee on the following dates:

Wednesday, April 28, 2021

Wednesday, August 25, 2021

All meetings to begin at 6:00pm and will be held electronically until further notice.

Carried

Being that there was no further business, it was;

Moved by: Art Murdy

Seconded by: Paul Sowrey

Resolution 2020-23

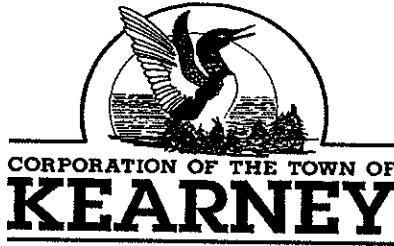
Be it resolved that the Kearney Perry Joint Waste Management Committee does hereby adjourn at 6:16pm until the next regular meeting or at the call of the Chair.

Carried

Gina Newhall Chairperson

Kim Seguin Recording Secretary

These minutes are not official until reviewed and passed by the Committee.



Email: info@townofkearney.com
Website: www.townofkearney.com
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Fax: 705 636 0527

P.O. Box 38
8 Main Street
Kearney, Ontario
POA 1M0

REPORT

TO: MAYOR AND COUNCILLORS

FROM: Brian Horsman CBO

RE: Report of results from a Request for Proposal to purchase a vehicle for use by Building Department

DATE: November 5, 2020

BACKGROUND: Further to Resolution No. 10(a)(i) 28/08/2020 passed at the August 28, 2020 Regular Council Meeting and subsequent to a Request for Proposal dated 2020-09-09 which closed on 2020-09-09 the following quotes were received:

- i) Bickley Ford in Huntsville for a 2020 Ford 150 XL Truck at \$56,525.93 (HST Included)
- ii) Armstrong Dodge in Huntsville for a 2020 Ram 1500 Truck at \$43,400.00 (HST Included)
- iii) Bray Motors Ltd. in Sundridge for a 2020 Chevrolet Equinox SUV at \$34,449.00 (HST Included)
- iv) Festing Toyota in Huntsville for a 2021 Tundra SR5 Truck at \$52,713.27 (HST Included) and a 2021 4 Runner Off-Road at \$59,376.10 (HST Included) and a 4-Runner Trail at \$52,392.70 (HST Included) and a Tundra Off-Road at \$56,200.80 (HST Included)

NOTE: All quotes include winter tires and rims

CONSIDERATION: The best quote for a truck type vehicle is the Dodge Ram 1500, while all the truck type vehicles have the same features the Ram 1500 is much less in price..

FUTHER

CONSIDERATION; All quotes were truck type vehicles with the exception of the 2020 Chevrolet Equinox SUV, this Quote was approximately \$9,000.00 less than the best truck quote. However , the clearance from the undercarriage is approximately 6.5 inches which is a concern given some of the private roads and construction sites we drive on. Also there is no urgency to purchase a truck

RECOMMENDATIONS; That Council select the Dodge Ram 1500 Truck from Armstrong Dodge in Huntsville.



8 Main Street, P.O. Box 38 Kearney, ON P0A 1M0
Telephone: 705 636-7752 Fax: 705 636-0527 Email: planning@townofkearney.ca

MEMORANDUM

TO: MAYOR AND COUNCILLORS

FROM: LINDA MOYER, PLANNING TECHNICIAN

SUBJECT: ZONING BY-LAW AMENDMENT – **RZ-02-20 (PRATT)**

DATE: NOVEMBER 20, 2020

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney approves application RZ-02-20 (PRATT) to rezone Part of Lots 19 & 20, Concession 14, in the Township of Bethune, now in the Town of Kearney from the Rural (RU) Zone to the Tourist Commercial Exception Five (CT-5) Zone to allow for an eco-tourist operation consisting of 10 cabins, 10 tent sites, an accessory dwelling, assembly hall, accessory retail sales and outdoor recreation activities.

BACKGROUND:

An application to amend the Zoning By-law was submitted to rezone lands located in Part of Lots 19 & 20, Concession 14, in the Geographic Township of Bethune, now in the Town of Kearney (384 Kallio Road) to allow for an eco-tourist operation consisting of 10 cabins, 10 tent sites, an accessory dwelling, assembly hall, accessory retail sales and outdoor recreation activities.

The public meeting for the application was held on October 30, 2020. A submission was received from Jenn Dewar, an area property owner concerned about the future use of the property. Ms. Dewar suggested that restrictions be added to the CT-5 zone relating to the proposed servicing with privies, grey water pits and sand points and the use of ATV's on the lands. It was also requested that more detail be provided regarding the exact locations of the proposed 10 cabins, 10 tent sites, accessory dwelling, assembly hall, privies and sand points.

Christian Bischof, owner of lands to the north, spoke in opposition to the proposed rezoning. Mr. Bischof is concerned that the application contradicts the meaning behind eco-tourism; will disrupt the natural environment and wildlife; questions the effects of the operation on the natural environment with recreational activities, garbage, potential water pollution and buildings; concern with the safety of the roads and maintenance; impact on peaceful living; and decrease of properties. A written copy of the presentation was submitted after the meeting by Christian and Valerie Bischof.

Council deferred their decision on the application until more detail, such as a site plan, is submitted and additional information from the NBMCA regarding privies is obtained.

COMMENTS/CONSIDERATIONS:

A site plan showing proposed setbacks from the transfer station, hazard lands and northerly limit of the property, together with a written response to the concerns presented at the public meeting, was provided by Mr. Pratt.

The North Bay-Mattawa Conservation Authority was contacted by staff to confirm that development with privies/outhouses and/or greywater pits are permitted under specific circumstances.

Staff have no concerns with the proposed development and maintains that the size and location of the site is suitable for the proposed development and will allow for sufficient access, parking and buffering from adjacent residential uses, as well as adequate water and sewage disposal as required.

A handwritten signature in cursive script, appearing to read "L. Moyer", is written over a horizontal line.

Linda Moyer
Planning Technician

To: Town of Kearney Town Council



Attention: Linda Moyer

The following is to address concerns mentioned regarding the zoning amendment on Lots 19 & 20 Bethune Township.

- 1) Eco-Tourism: “Objective of eco-tourism is to minimize the impact brought about by the tourism on the environment. It involves catering to tourists in the natural environment without damaging it or disturbing habitats. It is low impact as opposed to standard commercial mass tourism” (Wikipedia, 2020).

By using the term eco-tourism as the theme promoted by this proposal the following is meant:

There will not be allowed on the property any ATV's. ATV's can be used on the concession and sideroad abutting the land. Activities promoted will include: hiking, snow-shoeing, cross-country skiing, and snowmobiling. These activities generally do not affect the land or soil. Hunting will not be allowed. An attempt will also be made to identify the different tree and wildlife species to guests.

- 2) Suitability of access and parking areas. Access to the property will be made directly off of the turn-around at the end of Kallio Road. Parking will be provided in an area designated on the site map (in the winter months), and at each cabin or camping site (in summer months).
- 3) Privies and potential future septic systems: Privies (Class 1), septic systems and grey water pits will be provided at each site (*See North Bay - Mattawa Conservation Authority).
- 4) A site plan with potential locations of cottages and camping sites is attached. This plan indicates the setback from the road allowances and hazard zones. Transfer site setback 500 meters. Cabin site setback from North Lot-line 100 meters marked as: 
Camping site locations marked as: 

18

ROADPOOL
BETWANE

TRANSFER
SITE
SETBACK
500m

19

BUSH

100m
Setback
GRAINS

FIRE
PTS

20
FIELD

BUSH

20

CLIFF

SAMPLE
SITE

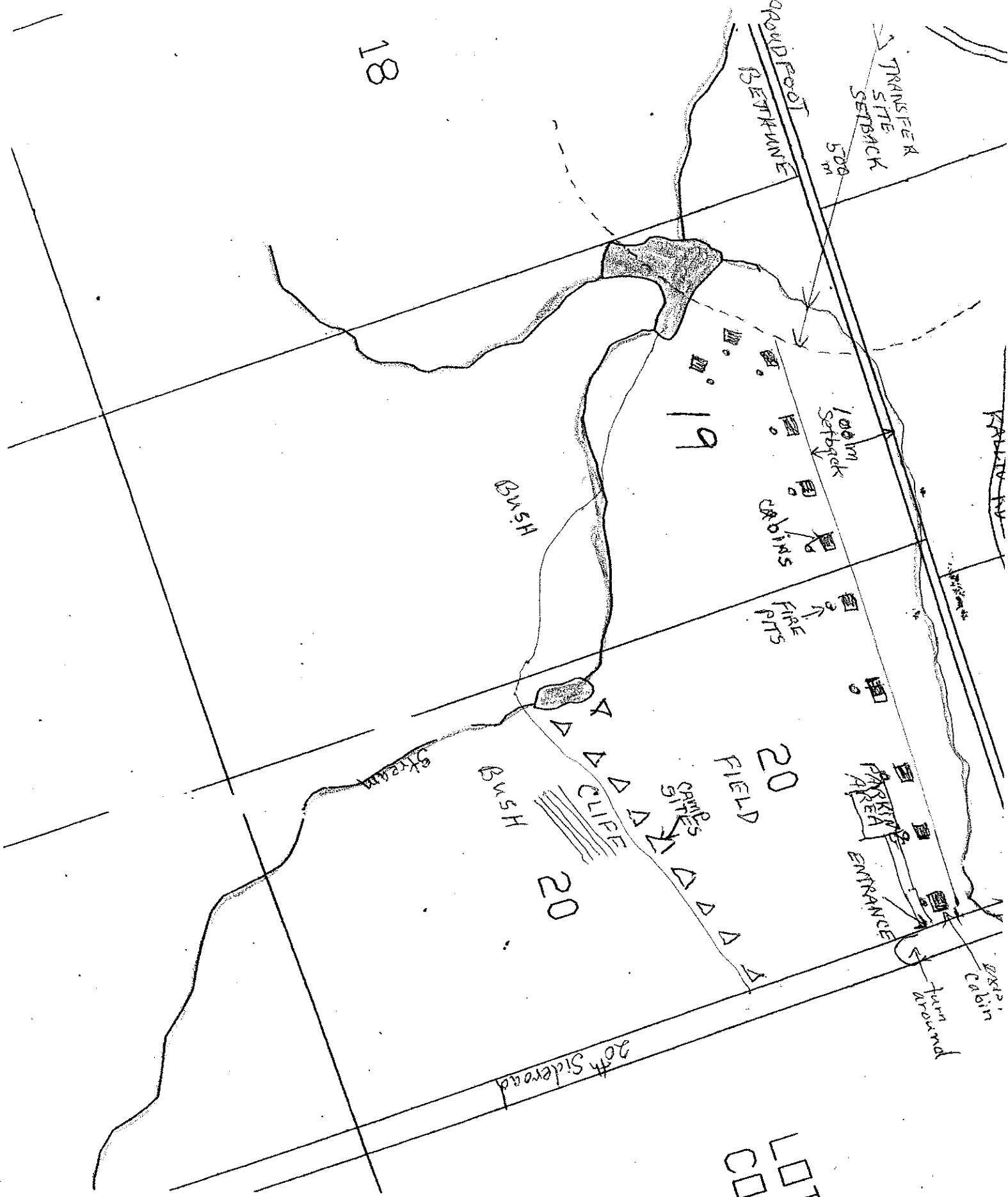
PARKING
AREA

ENTRANCE

Turn
around
Cabin

30th Sideroad

LOT
CD



Linda Moyer

From: Paula Scott <Paula.Scott@nbmca.ca>
Sent: November 13, 2020 11:32 AM
To: Linda Moyer
Cc: Kris Rivard
Subject: Outhouses and Grey Water Pits
Attachments: Class1 Info Sheet (2020).pdf; Class 2 Info Sheet Trench + Pit (2020).pdf

Good morning Linda,

This is a follow up to our conversation regarding a proposed ZBLA in your Township to allow for @ 5-10 cabins, with limited plumbing fixtures, if any, on a property for ecotourism purposes. You had asked about servicing requirements (septic systems).

Class 1 sewage systems (outhouse) can only be used for the disposal of human body waste. These systems must not receive any greywater, or any other wastewater derived from plumbing fixtures such as kitchen sinks, bathtubs, washing machines, or laundry tubs. A Class 2 sewage system (greywater pit) is often used in conjunction with a Class 1 system.

I've attached two information sheets which explains in more detail the circumstances of when each of the systems can be used. It does sound like this would be an appropriate level of treatment for the proposed cabins.

A sewage system permit is not required for the construction of a Class 1 outhouse, however a sewage system permit is required for the Class 2 greywater pit.

The sewage system inspector for this area is Kris Rivard. I've copied him on this email so that he is aware and in case you have any further questions.

Kind regards

Paula Scott
Director, Planning & Development/Deputy CAO
North Bay-Mattawa Conservation Authority
15 Janey Avenue
North Bay, ON P1C 1N1
Mobile: (705) 471-7636
Office: (705) 474-5420 ext 2007
Fax: (705) 474-9793

NBMCA is now on facebook and twitter!

www.nbmca.ca

www.actforcleanwater.ca

www.chippewaecopath.ca

www.restoreyourshore.ca

www.mattawarivercanoeerace.ca



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INFORMATION SHEET

CLASS 1 SEWAGE SYSTEMS

Class 1 sewage systems can only be used for the disposal of human body waste. These systems must not receive any greywater, or any other wastewater derived from plumbing fixtures such as kitchen sinks, bathtubs, washing machines, or laundry tubs. A Class 2 sewage system is often used in conjunction with a Class 1 system.

Class 1 sewage systems do not require a building permit. Typically, this system is used in remote areas, such as seasonal cottages, parks, or for temporary purposes, such as construction sites.

Division B, Article 8.3.2.1. of the OBC outlines Construction Requirements

- (1) A privy as described in Subsections 8.3.3. to 8.3.5. shall be enclosed with a superstructure that,
 - (a) is constructed of strong durable weatherproof materials,
 - (b) has a solid floor supported by a sill constructed of treated timber, masonry or other material of at least equal strength and durability,
 - (c) is easily sanitized,
 - (d) unless it is equipped solely as a urinal, is equipped with one or more seats each having a cover and being supported by an enclosed bench or riser that is lined with an impervious material on all interior vertical surfaces,
 - (e) is equipped with a self-closing door,
 - (f) has one or more openings for purposes of ventilation, all of which are screened,
 - (g) has a ventilation duct that is screened at the top end and that extends from the underside of the bench or riser to a point above the roof of the superstructure, and
 - (h) shall not have any openings for the reception of human body waste, other than urinals and those in constructed in accordance with Clause (1)(d).

An Earth Pit Privy is only suitable where there is a sufficient thickness of soil above either bedrock or the high groundwater table.

Article 8.3.3.1. of Division B of the OBC outlines Construction Requirements for an Earth Pit Privy

- (1) An earth pit privy shall be constructed in the following manner:
 - (a) the bottom of the pit shall be at least 900 mm above the high ground water table,
 - (b) the sides of the pit shall be reinforced so as to prevent collapse of them,
 - (c) the pit shall be surrounded on all sides and on its bottom by not less than 600 mm of soil or leaching bed fill, and
 - (d) the soil or leaching bed fill around the base of the sides of the superstructure of the earth pit privy shall be raised or mounded to a height of at least 150 mm above ground level.

A Vault Privy is suitable where there is not adequate soil available to dig an earth pit privy.

Article 8.3.4.1. of Division B of the OBC outlines Construction Requirements for a Vault Privy

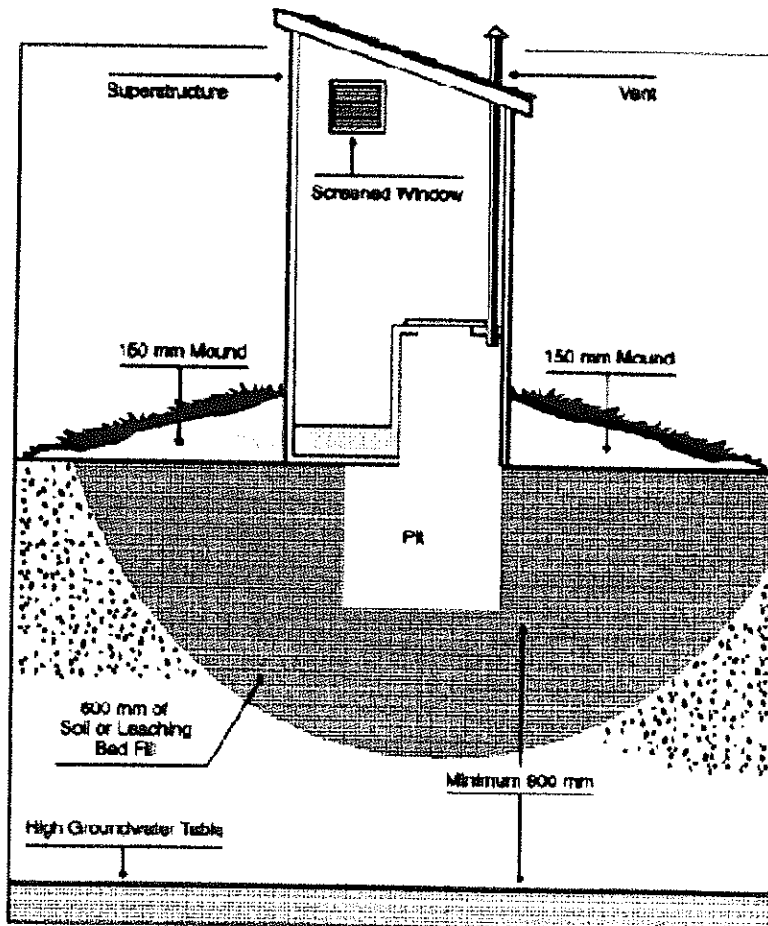
- (1) A privy-vault or a pail privy shall be constructed in the following manner:
 - (a) the container or structure that is to be used for the holding or storage of sanitary sewage shall be watertight and made of a material that can be easily cleaned,
 - (b) the soil or leaching bed fill around the base of the sides of the superstructure shall be raised or mounded to a height of at least 150 mm above ground level, and
 - (c) the surface of the ground in the area of the privy-vault or pail privy shall be graded so that surface drainage will be diverted away from the privy.

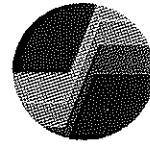
A Portable Privy combines into one unit the receptacle for human body waste and the superstructure. Therefore, it is important for this combined unit to have structural rigidity.

Article 8.3.5.1. of Division B of the OBC outlines Construction Requirements for a Portable Privy

- (1) A portable privy shall be constructed in the following manner:
 - (a) the portable privy shall have a watertight receptacle that shall be suitable for the holding and storage of any sanitary sewage deposited in it,
 - (b) the receptacle for the holding and storage of sewage shall be designed and constructed in such a manner as to allow it to be easily emptied and cleaned, and
 - (c) the portable privy shall be constructed of such material and in such a manner that it can withstand the stresses to which it will be subjected during its transportation to and from sites where it is to be used and during loading and unloading from vehicles used for the transportation of the portable privy to and from sites where it is to be used.

Earth Pit Privy





INFORMATION SHEET

CLASS 2 – GREYWATER TRENCH/PIT

A Class 2 sewage system can only be used for the treatment and disposal of greywater derived from plumbing fixtures such as kitchen sinks, bath tubs, washing machines, and laundry tubs (waste-water not containing human body waste). A Class 2 sewage system is satisfactory for disposal of greywater when the daily amount of such waste is small and site conditions are suitable.

Greywater trenches/pit are regulated under the Ontario Building Code (OBC). They are designed to treat and dispose of greywater when there is presence of a sanitary drainage system in a structure. Under the OBC, a greywater trench/pit can only be used if the daily design sewage flow is less than 1,000 Litres per day.

The total daily design flow for a Class 2 sewage system shall be calculated based on the fixtures discharging to the system as follows:

- **200 Litres per fixture unit where there is a supply of pressurized water, or**
- **125 Litres per fixture unit where there is no supply of pressurized water.**

When considering the location for a greywater pit, caution must be taken to ensure that the minimum setbacks are strictly adhered to. These distances are stated as minimum requirements and may have to be increased if the soil conditions are not ideal. These setbacks can be found in the OBC as well as in the North Bay-Mattawa Conservation Authority's Sewage System Permit Application guide listed under Clearance Distances.

The greywater trench/pit should be constructed in an area that is elevated and well drained. Low lying areas that are subject to excessive surface run-off, promoting saturated soils, may overload the greywater trench/pit. This will result in very poor greywater treatment and increase the possibility of ground water contamination.

Article 8.4.2.1. of Division B of the OBC outlines Construction Requirements

1. The bottom of the trench/pit shall be at least 900mm above the high ground water table.
2. The trench/pit shall be constructed in such a manner as to prevent the collapse of its sidewalls.
3. Any material used to support or form the sidewalls of the trench/pit shall be an open jointed material of a type that will permit leaching from the trench/pit.
4. If constructed as a pit, the pit shall be provided with a tight, strong cover that shall remain over the pit except when it is necessary to remove it for purposes of adding greywater to or removing greywater from the pit or for purposes of maintenance of the pit.
5. The earth around the perimeter of the trench/pit shall be raised or mounded to a height of at least 150mm above ground level.
6. The surface of the ground in the area of the trench/pit shall be so graded that surface drainage in the area will be diverted away from the trench/pit.
7. The trench/pit shall be surrounded on all sides and on its bottom by at least 600mm of soil having a percolation time of less than 50minutes.

A Class 2 greywater trench/pit shall be designed and constructed so that the loading rate to the side walls shall be not more than the value calculated using:

- $L_R = 400 \div T$ $L_R = \text{Loading Rate of the Side Walls in Litres/Day/m}^2$
 $T = \text{Percolation Time of Soil}$

CLASS 2 GREYWATER PIT SIZING CALCULATIONS

EXAMPLE: Dwelling with a tub/shower and two sinks, supplied with a pressurized water supply, and native sandy soils with a 10min/cm percolation rate.

PRESSURIZED WATER SYSTEM:

$$\text{Daily Design Sewage Flow (Litres/Day)} = \# \text{ of Fixture Units} * 200$$

$$\begin{aligned} \text{Daily Design Sewage Flow} &= 4.5 * 200 \\ &= 900 \text{ L/Day} \end{aligned}$$

$$\begin{aligned} L_R \text{ (Side Wall Loading Rate)} &= \frac{400}{T} \text{ where, } T = \text{Percolation Rate of the native soil (min/cm)} \\ &= \frac{400}{10} \\ &= 40 \text{ L/Day/m}^2 \end{aligned}$$

$$\begin{aligned} \text{Side Wall Area (1)} &= \frac{\text{Daily Sewage Flow (L/Day)}}{\text{Loading Rate (L/Day/m}^2)} \\ &= \frac{900}{40} \\ &= 22.5\text{m}^2 \end{aligned}$$

$$\text{Minimum Required Side Wall Area of Greywater Pit} = 22.5\text{m}^2$$

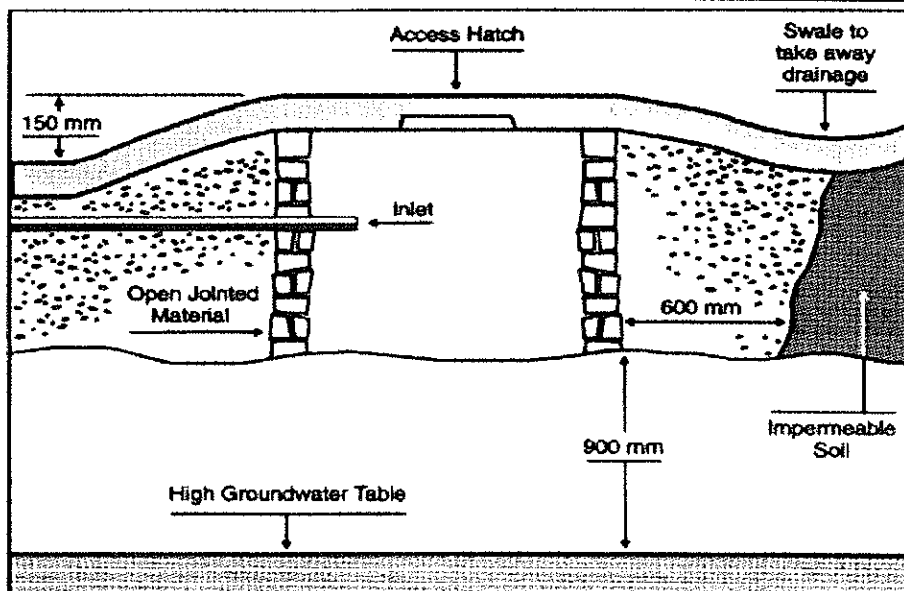
DIMENSIONS OF GREYWATER PIT:

$$\text{Height} = 1.0\text{m} \quad \text{Length} = 5.50\text{m} \quad \text{Width} = 6.0\text{m}$$

$$\begin{aligned} \text{Side Wall Area} &= H * L * 2 \text{ (# of sides)} \\ &= 1\text{m} * 5.5\text{m} * 2 \\ &= 11\text{m}^2 \end{aligned}$$

$$\begin{aligned} \text{Side Wall Area} &= H * W * 2 \text{ (# of sides)} \\ &= 1\text{m} * 6.0\text{m} * 2 \\ &= 12\text{m}^2 \end{aligned}$$

$$\begin{aligned} \text{Total Calculated Side Wall Area (2)} &= [H*L*2] + [H*W*2] \\ &= 11\text{m}^2 + 12\text{m}^2 \\ &= 23.0\text{m}^2 \end{aligned}$$



EXAMPLE: Dwelling with a tub/shower and two sinks, supplied with a pressurized water supply, and native sandy soils with a 10min/cm percolation rate.

PRESSURIZED WATER SYSTEM:

$$\text{Daily Design Sewage Flow (Litres/Day)} = \# \text{ of Fixture Units} * 200$$

$$\begin{aligned} \text{Daily Design Sewage Flow} &= 4.5 * 200 \\ &= 900 \text{ L/Day} \end{aligned}$$

$$\begin{aligned} L_R \text{ (Side Wall Loading Rate)} &= \frac{400}{T} \text{ where, } T = \text{Percolation Rate of the native soil (min/cm)} \\ &= \frac{400}{10} \\ &= 40 \text{ L/Day/m}^2 \end{aligned}$$

$$\begin{aligned} \text{Side Wall Area (1)} &= \frac{\text{Daily Sewage Flow (L/Day)}}{\text{Loading Rate (L/Day/m}^2)} \\ &= \frac{900}{40} \\ &= 22.5 \text{ m}^2 \end{aligned}$$

$$\text{Minimum Required Side Wall Area of Greywater trench(es)} = 22.5 \text{ m}^2$$

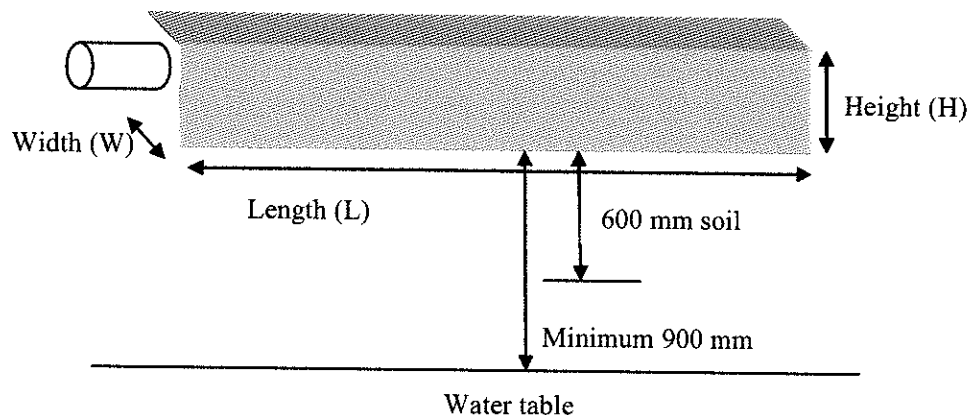
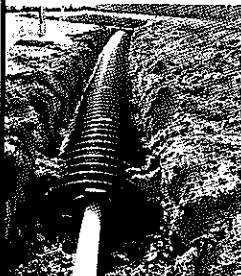
DIMENSIONS OF GREYWATER TRENCH(ES):

$$\text{Height} = 0.5 \text{ m} \quad \text{Length} = 15 \text{ m} \quad \text{Width} = 0.6 \text{ m}$$

$$\begin{aligned} \text{Side Wall Area} &= H * L * 2 \text{ (# of sides)} \\ &= 0.5 \text{ m} * 15 \text{ m} * 2 \\ &= 15 \text{ m}^2 \end{aligned}$$

$$\begin{aligned} \text{Bottom Area} &= L * W \\ &= 0.6 * 15 \text{ m} \\ &= 9 \text{ m}^2 \end{aligned}$$

$$\begin{aligned} \text{Total Calculated Side Wall Area (2)} &= [H*L*2] + [H*W] \\ &= 15 \text{ m}^2 + 9 \text{ m}^2 \\ &= 24 \text{ m}^2 \end{aligned}$$



CALCULATION FORMULA:

(Must be completed & submitted with your Sewage System Permit Application)

1. Complete the fixture unit section in the Sewage System Permit Application.
2. Determine the percolation rate of the existing soil (T-time expressed in min/cm).
3. Determine if your water supply is pressurized or non-pressurized.

PRESSURIZED WATER SYSTEM:

Daily Design Sewage Flow (L/Day) = # of fixture units * 200

Daily Design Sewage Flow (L/Day) = _____ * 200
= _____ L/Day

OR

NON-PRESSURIZED WATER SYSTEM:

Daily Design Sewage Flow (L/Day) = # of fixture units * 125

Daily Design Sewage Flow (L/Day) = _____ * 125
= _____ L/Day

SIDEWALL LOADING RATE CALCULATION FOR THE GREY-WATER PIT SIZE

L_R = Loading Rate of the sidewalls in L/Day/m²
 T = Percolation Rate of the native soil in min/cm

$$L_R = \frac{400}{T} = \frac{400}{\quad}$$
$$= \quad \text{L/Day/m}^2$$

$$\text{Side Wall Area (1)} = \frac{\text{Daily Sewage Flow (L/Day)}}{\text{Loading Rate (L/Day/m}^2)} = \frac{\quad \text{L/Day}}{\quad \text{L/Day/m}^2}$$
$$= \quad \text{m}^2 \text{ (Min. Pit Size Required)}$$

CALCULATING THE DIMENSIONS OF THE GREY-WATER PIT ACCORDING TO SIDEWALL AREA REQUIRED

Height = _____ Length = _____ Width = _____

$$\text{Side Wall Area} = (H * L * 2)$$
$$= \quad \text{m}^2$$

$$\text{Side Wall Area} = (H * W * 2)$$
$$= \quad \text{m}^2$$

$$\text{Total Calculated Side Wall Area (2)} = [H*L*2] + [H*W*2]$$
$$= \quad \text{m}^2 + \quad \text{m}^2$$
$$= \quad \text{m}^2$$

Calculated Side Wall Area (2) must be equal to, or greater than the Side Wall Area (1) as determined in previous formula.

CALCULATING THE DIMENSIONS OF THE GREY-WATER TRENCH(ES) ACCORDING TO SIDEWALL AREA REQUIRED

Height =

Length =

Width =

$$\text{Side Wall Area} = (H * L * 2)$$

$$= \text{_____} \text{m}^2$$

$$\text{Side Wall Area} = (L * W)$$

$$= \text{_____} \text{m}^2$$

$$\text{Total Calculated Side Wall Area (2)} = [H*L*2] + [L*W]$$

$$= \text{_____} \text{m}^2 + \text{_____} \text{m}^2$$

$$= \text{_____} \text{m}^2$$

Calculated Side Wall Area (2) must be equal to, or greater than the Side Wall Area (1) as determined in previous formula.

Linda Moyer

From: Jennifer Dewar <Jennifer.Dewar@interface.com>
Sent: October 29, 2020 4:42 PM
To: Linda Moyer; Brenda Fraser
Cc: carol ballantyne
Subject: Zoning By-Law Amendment RZ-02-20 (Pratt)

Hi,

I have read the submissions by the Pratt family regarding the request to rezone their property located in Parts 19 & 20 Concession 14 in the Town of Kearney from Rural to Commercial Tourist Exception 5 (CT-5) to accommodate maximum of 10 rental cottages, a maximum of 10 tent sites, and accessory dwelling, assembly hall, accessory retail sales, outdoor recreation and outdoor recreation activities, and I have a concern about the lack of concrete details in the application.

While I commend the Pratt's for their vision, I am concerned that, if at some point in the future, the Pratt's no longer wish or are able to utilize the property as a commercial establishment, the next owner may not have the same vision for the property that the Pratt's do. It looks, from the background, that the Pratt's intend the property to be used for eco-tourism and have it be serviced by privies or grey water pits and sand points. They also mention that ATVs will not be allowed on the re-zoned lands. I am not sure if there will be a Council discussion about adding those restrictions to the CT-5 so they can be passed to subsequent owners and managers, but I would strongly encourage such restrictions. Without that, we run the risk of having just another commercial establishment in the area, and this one would be without direct access to waterfront (with the exception of the trout stream and beaver pond referenced in the background material).

Again, while I applaud the Pratt's vision, I would like to see some more details regarding the exact locations of the proposed 10 rental cottages, 10 tent sites, accessory dwelling, assembly hall, privies, and sand points. I would also like to see assurances from the Town that the property can be adequately serviced by emergency services, and from North Bay Mattawa stating that they support the use of privies for a Tourist Establishment of this size.

Regards,

Jen Dewar CPA, CMA, BA
General Accounting Manager
jennifer.dewar@interface.com | office +1 613-966-8090 / 1-800-267-2149 ext. 52124 | fax +1 613-966-8817 | mobile +1 613-921-0401

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APPEAL LETTER
Christian and Valerie Bischof
316 Kallio Rd
Kearney, ON P0A 1M0
(705) 818-0738

October 25th, 2020

Town of Kearney
Local Planning Council
8 Main Street
Kearney, ON P0A 1M0

Re: Appeal of the Zoning By-Law 2002-28 and the Application RZ-02-20 (PRATT)

Dear Town of Kearney Council,

We, the Bischof's choose to appeal the application of the **RZ-02-20 (PRATT)** that has been submitted in accordance to the rezoning of lands described as Part of the Lots 19 & 20, Concession 14, in the Geographic Township of Bethune, now in the Town of Kearney (385 Kallio Road), from the Rural (RU) Zone to the Tourist Commercial Exception Five (CT-5) Zone. We are appealing the following points:

- Contradiction of the relationship between the proposal and stated operation of "eco-tourism"
- The safety of infrastructure and maintenance to the roads
- The rise of local noise pollution and its effects of wildlife
- Decrease of existing properties in the surrounding area

The statement vocalized under subsection Effect of the By-Law states that this will be an eco-tourist operation consisting of 10 cabins, 10 tent sites, accessory dwelling, assembly hall, accessory retail sales and outdoor recreation. This subsection states a contradictory relationship between eco-tourism and the meaning behind it. As defined eco-tourism is "catering tourists in the natural environment without damaging it or disturbing habitats. It is a form of tourism involving visiting fragile, pristine, and relatively undisturbed natural areas, intended as a low-impact and often small-scale alternative to standard commercial mass tourism" (Ecotourism). By building 10 cabins, 10 camp sites and assembly buildings the natural environment is being disrupted defeating the purpose of the eco-tourism operation. Eco-tourism has many disadvantages when not following eco-standards such as wildlife disturbance, environmental degradation and the social and economic disadvantages of the locals living within the township. In accordance to the request there is a lot of open-ended points which raise question of the term "eco-tourism" and the effects the operation will have on the natural environment such as recreational activities, garbage disposal, potential water pollution and number of buildings upon the land.

Specific points to the infrastructure and maintenance of roads for safe travelling is also a part of this appeal. We, the Bischof's appeal the safety of the roads and maintenance in relation to increased tourism. This alters the character of the community that citizens choose to reside in. With issues surrounding the high increase of tourism within a dead-end road, this defeats the primary citizens choice to live where there is less traffic, pollution, noise and overall disturbing the peaceful living valued by the citizens of Kallio Road.

Thirdly, the appeal also consists of the localized volume increase and the effects of wildlife within the surrounding community. It is said by Ecologists that "The literature has shown that noise fundamentally changes behavior, distributions and reproductive success [for wildlife]," (Brown. 2019). This being said by constructing a large populated campground, animals within the area can be largely affected.

Lastly, the decrease of properties owned by locals in the surrounding area can also count as disadvantage to local citizens already residing within the area and pose as unfair.

In conclusion, I hope the points above show you the importance of this appeal and the disrupting effects that this operation will have on the natural environment that Kearney surrounds. Nowhere in the proposal has there been any suggestion of mitigation of drastic changes being brought upon the Town of Kearney. Thus, raising concerns of the citizens and the sacred spaces that surrounds Kearney such as land, bodies of water and the overall safety of infrastructure of the roads.

References:

Brown, A. (2019, October 22). Noise Pollution Hurts Wildlife, But States Have Trouble Turning Down the Volume. Retrieved October 25, 2020, from <https://www.pewtrusts.org/en/research-and-analysis/blogs/stateline/2019/10/22/noise-pollution-hurts-wildlife-but-states-have-trouble-turning-down-the-volume>

Ecotourism. (n.d.). Retrieved October 27, 2020, from <https://www.sciencedaily.com/terms/ecotourism.htm>

What Is Ecotourism. (n.d.). Retrieved October 25, 2020, from <https://ecotourism.org/what-is-ecotourism/>

Date	Pick Up	Kearney \$	Sand Lak \$	Notes
02-Oct		118	82	25 5M,20C
03-Oct		98	78	110 15M,50S,45C
04-Oct		89	81	65 10M,10F,30C,15B
05-Oct	29	93	55	60 10M,5F,30C,15B
06-Oct		78	58	5 5C
09-Oct		108	51	35 5M,30C
10-Oct		107	87	115 15M,20F,25S,55C
11-Oct		127	109	80 5M,75C
12-Oct		TG	TG	Thanksgiving
13-Oct	21	126	124	190 5F,150S,35C
16-Oct		114	74	40 5M,30C,5B
17-Oct		98	71	195 10M,5F,150S,30C
18-Oct		89	35	5 F
19-Oct	29	93	54	55 20F,25C,10B
20-Oct		78	56	65 20M,10F,35C
Totals				1045

Still seeing steady numbers of patrons.

Martin Filmore

Date	Pick Up	Kearney \$	Sand Lak \$	Notes
23-Oct		126	45	195 5M,5F,150S,35C
24-Oct		79	47	55 55C
25-Oct		116	61	45 10F,35C
26-Oct	25	81	31	55 15M,5F,35C
27-Oct		82	58	50 20M,30C
30-Oct		96	61	150 5M,100S,45C
31-Oct		89	55	40 5M,10F,25C
01-Nov		93	50	10 10C
02-Nov	26	83	34	165 150S,15C
03-Nov		91	16	0
06-Nov		134	64	25 5M,20C
07-Nov		130	66	380 5F,350S,25C
08-Nov		129	51	15 15C
09-Nov	28	109	18	10 10C
10-Nov		101	29	25 5F,10C,10B
Total				1220

Beginning to see a drop in numbers at Sand Lake/Kallio Stn.

Martin Filmore

Payment #	Date	Vendor Name	Reference	Payment Amount
Bank Code: AP - GENERAL AP				
Computer Cheques:				
30225	2020-10-26	Min.Of Finance-Veh.Lic.	20-21 Licenses-P/W	9,666.75
30226	2020-10-29	Fork on the Trail	Lunch <i>COUNCIL & STAFF MEETS</i>	155.60
30227	2020-10-30	Abell Pest Control	Nov/20 Pest control	135.70
30228	2020-10-30	Bell Mobility Inc.	Oct/20 cell phone	88.52
30229	2020-10-30	Bell Canada	Oct/20 telephone	761.13
30230	2020-10-30	Bickley Ford Sales	R&R brakes <i>ACC/PARKS VEHICLE</i>	1,842.36
30231	2020-10-30	Allan Bruce	W/boots A Bruce <i>ROADS</i>	300.19
30232	2020-10-30	Candian Tods Ltd	Econ Dev hwy 11 signage	1,254.30
30233	2020-10-30	CRA - Receiver General	<i>OCT/20 PAYROLL REMITTANCE</i>	18,870.17
30234	2020-10-30	Matthew Clouthier	Oct/20 1294 kms <i>BLDG DEPT</i>	750.52
30235	2020-10-30	Compass Minerals Canada	Wintersand salt <i>P/W</i>	12,130.75
30236	2020-10-30	Cupe Local 1813	Oct/20 CUPE Union dues	599.60
30237	2020-10-30	D C Westrop	911 reflective numbers	75.00
30238	2020-10-30	Minister Of Finance (EHT)	Oct/20 EHT remittance	1,482.50
30239	2020-10-30	Fetterley's Gas & Convenience	Vehicle fuel <i>ALL DEPTS</i>	637.44
30240	2020-10-30	Glen Martin Ltd.	KCC supplies	61.73
30241	2020-10-30	Green Shield Canada	Nov/20 Green Shield	5,481.21
30242	2020-10-30	K.J.P.M. Inc	P/W gravel	3,190.90
30243	2020-10-30	LAS-Local Authority Services	Admin office supplies	14.68
30244	2020-10-30	LEA-Larocque Elder Architects	KCC Architect fees	2,423.85
30245	2020-10-30	M&L Supply, Fire & Safety	FD-pumper adapter	277.02
30246	2020-10-30	Manulife Financial	Nov/20 Manulife	2,165.37
30247	2020-10-30	Scott McKay	P/W License S McKay	129.75
30248	2020-10-30	Munisoft	Admin-laptop setup	291.54
30249	2020-10-30	Near North Business Machines	Copier maint Oct/20 <i>ADMIN & LIBRARY</i>	233.41
30250	2020-10-30	North Bay/Parry Sound District	Health Unit Nov/20 Levy	2,259.25
30251	2020-10-30	Northern Nerds	Update server & Munisoft <i>ADMIN</i>	766.99
30252	2020-10-30	Olympic Printing	500 Bldg Inpec reports	129.95
30253	2020-10-30	OMERS	Oct/20 OMERS	12,079.72
30254	2020-10-30	Pauline Patton	Dog Sled Vet gift certificates	291.25
30255	2020-10-30	Leonard Peacock	Cashman Bridge signs	480.00
30256	2020-10-30	Royal Canadian Legion	<i>3</i> wreath 2020 <i>REMEMBRANCE DAY</i>	195.00
30257	2020-10-30	Russell Christie LLP	Legal fees	1,111.60
30258	2020-10-30	Sands Canada Inc./Angus	1st Resp supplies	1,574.97
Total for AP:				81,908.72

Report Date
2020-11-13 9:50 AM

Town of Kearney
List of Accounts for Approval
As of 2020-11-13
Batch: 2020-00057 to 2020-00059

Page 2

Payment #	Date	Vendor Name	Reference	Payment Amount
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Moved by:

Seconded by:

Be it resolved that Council has received and have no objections to be noted for
Cheque #30225 - # 30258 in the amount of \$ 81,908.72.

Mayor

Clerk/CAO/Treasurer

CHIEFS REPORT

October 27th, 2020.

Training

We have had pump training and fire nozzles. As well as three water rescue training one in Katrine, Magnetawan and Kearney. As well as a truck check practice. Following all precautions possible during training.

As well I am keeping Firefighters up to date on the ever changing COVID19 updates.

Fire Prevention

We are keeping our Facebook page as current as possible. As well as answering public inquiries.

Equipment

All equipment is running well at this time. We are replacing worn gaskets and fittings on the Tanker and Pumper. I delivered a valve to Mississauga to be rebuilt. We have managed to keep the trucks in service while sorting out the necessary repairs. All equipment is in service.

We are having water filtration issues at the firehall.

We have installed the dry hydrant at Bevans road and 518. I am also discussing with Ross the possibility of installing another on Lakeview close to the old Mill yard. Again, we have the parts in stock and is dependent on Public Works time schedule.

We have had an automatic aid call in Burks Falls and Sprucedale as well as a mutual aid call for Perry, two unattended daytime burning brush fires, one suspected chimney fire and a call to Rain Lake access for an injured hiker 3 kms in a remote campsite.

I attended a meeting with the clerk and mayor re online training clarifications.

I am participating on COVID 19 information calls, when available.

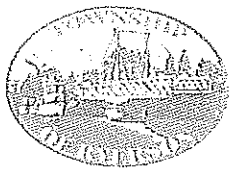
I can be reached on my cell at 705 571 3761 or at the Firehall or via email.

Stay Safe

Sincerely;

Paul Schaefer

Fire Chief, Town of Kearney



CORPORATION OF THE TOWNSHIP OF RYERSON

Date: November 3, 2020

Resolution No. 03

Moved by: Councillor Marlow

Seconded by: Councillor Brandt

Be it resolved that Ryerson Township Council hereby confirms their continued participation in the Mutual Assistance Agreement for emergency purposes in the event whole departments are depleted as a result as a result of COVID-19 or other major illnesses.

Carried Defeated

George Stuby
(Chair Signature)

Recorded Vote Requested by: _____

RECORDED VOTE					
Vote called by Clerk in random order, Chair to vote last					
Members of Council		Yes	No	Abstention	Absent
Councillors	Penny Brandt				
	Celia Finley				
	Barb Marlow				
	Delynne Patterson				
Mayor	George Sterling				

TOWNSHIP OF MCMURRICH/MONTEITH

Resolution

Number: 2020- 276

November 3, 2020

Moved by: Banka, Dennis
 Beilke, Alfred
 O'Halloran, Daniel
 Zemnicky, Lynne
 Friesen, Angela

Seconded by: Banka, Dennis
 Beilke, Alfred
 O'Halloran, Daniel
 Zemnicky, Lynne
 Friesen, Angela

Signature: _____

Signature: _____

Be It Resolved that Council confirms their continued participation in the Mutual Assistance Agreement between the Township of McMurrich/Monteith, Town of Kearney and the Municipality of Magnetawan, Townships of Armour, Perry, Ryerson and Village of Burk's Falls for emergency purposes in the event whole departments are depleted as a result of Covid-19 or other major illnesses.

Reeve A. Friesen

Carried Defeated

Declaration of Pecuniary Interest by: _____

Recorded vote requested by: _____

Recorded Vote:	Yays	Nays
Banka	_____	_____
Beilke	_____	_____
O'Halloran	_____	_____
Zemnicky	_____	_____
Friesen	_____	_____

Corporation of the
Municipality
of
Magnetawan

Incorporated 2000 District of Parry Sound

P.O. Box 70, Magnetawan, Ontario P0A 1P0

Tel: (705) 387-3947

Fax: (705) 387-4875

www.magnetawan.com

RESOLUTION NO. 2020 - 264

OCTOBER 14, 2020

Moved by: Brad Kneller

Seconded by: John Hetherington

WHEREAS the Council of the Municipality of Magnetawan thanks Dave Thompson, Director of Development and Protective Services/Fire Chief for his correspondence regarding the supplemental EMS levy;

AND WHEREAS, Council has reviewed the correspondence and Report to the Town of Parry Sound EMS Advisory Committee;

NOW THEREFORE BE IT RESOLVED THAT Council directs Staff to write a letter to the Town of Parry Sound to advise if the Province's share in the EMS budget is 50%, have the previous years' deficits been covered same and is the anticipation that the Province will be covering their 50% portion of the deficit for 2020

AND FUTUREMORE, Council requests that any supplemental levies be payable over a minimum 2 year period.

Carried Defeated Deferred

Sam Dunnett

Sam Dunnett, Mayor

Recorded Vote Called by: _____

Recorded Vote

Member of Council	Yea	Nay	Absent
Brunton, Tim			
Hetherington, John			
Kneller, Brad			
Smith, Wayne			
Mayor: Dunnett, Sam			



*Knowing our heritage
we will build our future.*



Wednesday, October 21, 2020

To Whom it May Concern,

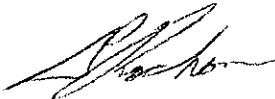
Re: Memorandum of Understanding for Health System Emergency Preparedness Support: Influenza Centres during COVID-19 pandemic

The Memorandum of Understanding (MOU) for Health System Emergency Preparedness Support: Influenza Centres was originally crafted on July 28, 2009 and revised September 15, 2015. In March 2020, the COVID-19 Pandemic was declared in Canada and many provinces declared a state of emergency. Since 2009, and subsequently after 2015, the Ontario provincial healthcare system has changed. Administrative and logistic control of Influenza Assessment and Treatment Centres, now called COVID-19 Testing Centres, have been transferred to Ontario Health under the Ministry of Health in COVID-19. The North Bay Parry Sound District Health Unit (Health Unit) continues to monitor volume and activity in the COVID-19 Testing Centres in a supportive role.

The Memorandum of Understanding (MOU) for Health System Emergency Preparedness Support: Influenza and Treatment Centres that was originally crafted on July 28, 2009 and revised September 15, 2015 is not applicable in the current COVID-19 environment.

The Health Unit continues to collaborate with all municipalities during all emergencies. Your continued support moving forward is encouraged and appreciated.

Regards,



Greg Rochon, RN, AEM, ABCP
Manager, Emergency Management

/sh



705-382-2900
www.almaguin-health.org

Minutes: November 6th, 2020 AHHC Boardroom

Present: Brad Kneller, Marianne Stickland, Dennis Banka, Rod Ward, Cathy Still, Lyle Hall, Norm Hofstetter

Regrets: Tom Bryson, Carol Ballantyne and Barbara Marlow

Guests: Kevin MacLeod (Executive Director BFFHT),

Secretary: Erica Kellogg

Call to order at 11:00am by Chair Rod Ward.

1. 2020-024 Moved by Dennis Banka and Seconded Marianne Stickland
THEREFORE BE IT RESOLVED THAT The Almaguin Highlands Health Centre Committee adopt the minutes from October 2nd, 2020 as circulated. Carried.
2. Delegations: None at this time
3. Resolutions to be passed:
2020-025 Moved by Cathy Still and Seconded Brad Kneller
THEREFORE BE IT RESOLVED THAT The Almaguin Highlands Health Centre Committee appoint Marianne Stickland as Vice Chair as per the Terms of Reference. Carried
4. **Items for Discussion**
 - a) R. Ward and C. Still attended the Municipality of Magnetawan Council meeting on November 4th, 2020 to discuss financial support requested through the Village of Burk's Falls Resolutions. A resolution by Magnetawan was passed and will be supplied for the December AHHC meeting.
 - b) The COVID Assessment Centre has been well received in the Almaguin communities. A total of 20 tests can be performed daily, K. MacLeod informed the Committee the Centre is at 25% of their max tests. The secretary informed the Committee there is one more week of the Centre in Burk's Falls at two days a week, following that the Centre will operate one day in Burk's Falls one day in Sundridge.
 - c) A Wellness Centre will begin to operate within the Medical Building one day a week. This is an opportunity for users to have vitals taken by a Paramedic which is then

recorded in a journal to be utilized by a family physician. The Centre is free and open to anyone by appointment only.





- d) Transportation update on riders was provided, along with number of users for the frozen meal program.
- e) Physician recruitment – K. MacLeod informed the Committee of a community tour taking place on November 16th/17th. Discussion regarding the agenda and support from the Committee was discussed.
- f) Treasures report with received with no comment.
- g) Other Business – K. MacLeod informed the Committee of the NOSM virtual recruitment fair, Kevin was able to highlight opportunities in both Burk's Falls and Sundridge.

M. Stickland gave an update on the OHT application, highlighting areas that require further effort, specifically, defining gaps in service as seen from the physicians perspective and patient declaration of values.

Resolution: 2020-26 Moved by Cathy Still and Seconded by Marianne Stickland
THEREFORE BE IT RESOLVED THAT The Almaguin Highlands Health Centre adjourn at 12:00pm to meet again on December 4th, 2020 at 11:00am. Carried.

AHHC – Key Areas of Focus & Progress – November 2020

This summary provides the information related to the key areas of Focus and Progress as outlined in June 2019 for the Almaguin Highlands Health Centre (AHHC) committee...

 Ontario Health Team Application	 High-Speed Internet Throughout Almaguin Highlands	 Attract & Retain Healthcare Professionals	 Coordinate Healthcare Services to Serve Entire Region
<p>Communicate the specific healthcare needs of the entire Almaguin Highlands through an application for an Ontario Health Team (OHT). The goal is to provide a voice and local decision-making regarding healthcare services in our region.</p>	<p>Ensure that high-speed internet, a key component in the future of healthcare delivery, is available to every resident of the Almaguin Highlands. The goal is to help level the playing field and ensure our residents can access future healthcare options.</p>	<p>Deliver excellent healthcare to our region through continuous efforts to both attract new professionals and retain the ones we have. The goal is to build an exceptional team of healthcare professionals, working together across the region.</p>	<p>Advocate for new and expanded healthcare services and help influence decisions which protect our region. The goal is to maintain an eye on continually meeting the healthcare needs of our community.</p>

Progress: Items in red and bolded below are new this month...

- Collected and analyzed data from a 1,000-respondent healthcare survey
 - Completed and delivered a community-based Ontario Health Team (OHT) application to the Ministry of Health
 - Collaborated with the Near North Health & Wellness OHT on partnership possibilities
- Advocated awareness of high-speed internet deficiencies in our region with local Municipal Councils
 - Received support from dozens of municipalities across the province; resolutions sent to provincial and federal governments
- Assisting the Burk's Falls FHT with a physician visit in mid November
 - Attended Magnetawan Council meeting on November 4 to request assistance with on-going municipal funding
- Reviewing potential upgrades and improvements to building
 - Worked with EMS to secure mobile COVID testing, to be housed at the AHHC
 - Investigating potential "Wellness Centre" to set up one-day-a-month 'vitals clinic' in COVID office through paramedicine program
 - Raised awareness of AHHC activities through a number of recent news articles

November 13, 2020

Important Information for Partners & Leaders

In the Simcoe Muskoka region as of Thursday, November 12, the Health Unit has reported 1,604 confirmed COVID-19 cases in Simcoe Muskoka, of which 83 are reported in Muskoka (Gravenhurst 14; Huntsville 26; Muskoka Lakes 21; Lake of Bays 3; Bracebridge 11; Georgian Bay 8) with 79 recovered, one hospitalized, and one deceased.

Today, the North Bay Parry Sound District Health Unit (NBPSDHU) reported that its region has seen an increase in the number of new COVID-19 cases among residents, indicating the region has also entered the second wave. This past week, NBPSDHU had the highest number of individuals who tested positive for COVID-19 (8) since early April. Currently, there are seven (7) active infections within the Health Unit district for a total of 56 confirmed cases since the pandemic began.

There is currently one COVID-positive patient receiving care at MAHC, and this figure continues to be updated weekdays on our website at www.mahc.ca/COVID-19.

Patient Care & Surge Capacity Planning

- Both sites continue to experience high, over-census occupancy and across both sites averaged 107% in October with November tracking very similarly in average occupancy. Alternate Level of Care (ALC) rates also continue to be steady with an October average of 12 ALC patients across both sites awaiting placement in long-term care, retirement homes, Complex Continuing Care and/or rehab.
- As the second wave impacts hospitals across Ontario, MAHC has also seen occasional COVID-positive inpatients at each site and anticipates there could be more as infections increase.
- COVID investigation continues to regularly impact patient flow and occupancy due to the isolation requirements from screening, which has continued to place an isolation load on staff.
- Infection control measures continue across both sites while screening of outpatients and essential visitors continues.
- In October, traffic in the Emergency Departments dropped from a daily average of 60 visits to just under 50 at each site. For the month of October, we saw a total of nearly 3,000 Emergency Dept. visits across both sites.
- Since the start of the pandemic up to November 11, MAHC's COVID-19 testing in hospital has grown to 3,500 swabs.
- The Regional Pandemic Response Unit (PRU) adjacent to the Royal Victoria Regional Health Centre in Barrie is creeping closer to opening. This 70-bed, 8,000-plus square foot structure is a separate yet fully functioning four-season field hospital connected to the main hospital by a

covered tunnel. The ideal patient population is non-COVID patients requiring general medicine, and is intended to ease capacity issues faced by hospitals across the North Simcoe Muskoka region, including Parry Sound. [Take a virtual tour](#) of the PRU or learn more from the October 23 feature on [CTV News Barrie](#).

- MAHC planning for a potential surge in critical care patients related to a second wave of COVID-19 has been completed. The readiness plan includes an overview of the assessment of potential additional supports to expand staffing and expand critical care capacity, the identification of organizational triggers, and a stepped approach to response that follows the framework outlined by the Ontario Critical Care COVID Command Centre. The document also identifies the model of care that that MAHC would follow within the contingency and crisis stages of the response.

Personal Protective Equipment (PPE)

MAHC continues to closely monitor and react to a provincially-challenged supply chain, and currently maintains a stable position.

Assessment Centre

Since opening the Bracebridge COVID-19 Assessment Centre behind the South Muskoka Memorial Hospital on August 31, the centre has completed just over 3,600 swabs up to and including November 10, 2020. The average daily visits have ranged month to month from approximately 65 in September to just over 70 in October, and approximately 50 to date so far this month (up to November 10). Testing is completed in line with latest provincial testing guidance, by appointment only from 9 a.m. to 5 p.m. Monday to Friday except for statutory holidays. Appointments can be made by calling. 1-888-383-7009. More information is available at www.mahc.ca/COVID-19Testing.

Communication

- The latest [CEO Blog](#) shares messages from our staff and physicians expressing actions they have taken in their personal lives or decisions they have made to protect others from COVID-19 as a reminder to others to follow public health measures. This builds on an [Ontario Hospital Association #StopTheSpread pledge campaign](#) and our team members' pledges have been further shared on our [Facebook](#) and [Twitter](#) social channels.
- MAHC's monthly COVID-19 newsletter will continue in December.

*Working together to provide outstanding integrated health care to our communities,
delivering best patient outcomes with exemplary standards and compassion*

Huntsville District Memorial Hospital
100 Frank Miller Drive,
Huntsville, Ontario P1H 1H7
Tel: 705-789-2311 Fax: 705-789-0557

South Muskoka Memorial Hospital
75 Ann Street,
Bracebridge, Ontario P1L 2E4
Tel: 705-645-4404 Fax: 705-645-4594

www.mahc.ca



MUSKOKA ALGONQUIN
HEALTHCARE

District of Parry Sound



Social Services
Administration Board

Chief Administrative Officer

Monthly Report

November 2020

Mission Statement

“We are committed to the provision and promotion of services that assist individuals in attaining an optimum quality of life and that contribute to the well-being of the community.”

ADMINISTRATION - Tammy MacKenzie, CAO

Is winter here? Depends on the day. As I write this report, snow is coming down at a feverish pace but what I am holding onto is the weather forecast that is calling for double digits in the next week. Time will tell I guess.

What is becoming more predictable is the increase in COVID-19 positive cases in the province. Our district has been holding fast and preparing for a "2nd wave" that may hit. I participate in weekly teleconferences with the West Parry Sound Health Centre and community partners to discuss any and all measures that are in place or ones we may institute to "shore up" our community. At our PSDSSAB offices, childcare locations, women's shelter and housing units we have not "let down our guard". In fact, we are more deliberate than ever with our active screening, mask wearing, hand washing etc. and encouraging staff to work from home whenever possible. We facilitate meetings via teleconference or video with physically distanced in-person meetings only for teams that are working together daily due to the nature of their work. I am confident that as a staffing team we will be able to pull through together and provide the much needed support to our clients during this challenging time.

In keeping with COVID-19 information, we have distributed our first round of the Social Services Relief Fund. This \$860,400 round of funding provided much needed financial support towards community responses and the immediate needs of individual clients. I am also pleased to share that we were successful in securing a second round of funding totaling \$876,208. I will provide a more detailed report of both rounds of funding at our December Board meeting.

In developing our budgets this year, it came to my attention our childcare fees have not been increased in approximately 10 years despite our operating costs increasing year over year. To keep with our commitment to offer the highest quality programming we have made the decision to increase our fees to reflect our increasing costs. This fee increase will help maintain program viability and will cover the increased costs of food, staffing, and maintenance of the programs. Our centre-based and home child care fees will increase \$2 a day for all services except before and after school programs which will increase by \$1 a day. We will be increasing home care provider rates by \$1 a day to provide a more competitive amount to assist with recruitment and retention. Parents began receiving notification of the increases the week of November 4th so they are prepared for the increases to begin January 4th, 2021.

I am pleased to share that we have launched our staff flu shot campaign. All staff will be provided their flu shot at their place of work during work hours if they so choose. This has been made possible by the generosity of Jessica Sawyer, Pharmacist Owner of Shoppers Drug Mart in Parry Sound and Parry Sound District EMS Paramedicine staff. We are very pleased with the number of staff participating and are hoping to make this an annual endeavor.

I've attended numerous NOSDA CAO and OMSSA meetings and leadership tables with the topics centering around COVID-19 pressures, affordable housing and the upcoming provincial budget. I realize by the time you read this report the provincial budget will be out and we will have had some time to digest it.

As shared last month, the government announced its plan to support economic recovery and employment through a new Social Assistance Recovery and Renewal Plan and we will be acting as one of the prototype sites for a centralized intake process for social assistance. I am pleased to share that the centralized intake prototypes launched on November 2nd, 2020. The streamlined application process for social assistance will improve the experience for applicants and reduce time-consuming paperwork for Caseworkers so they can focus on helping people with the supports they need. A provincial-municipal joint project team continues to meet regularly to work collaboratively on co-designing and implementing these prototypes.

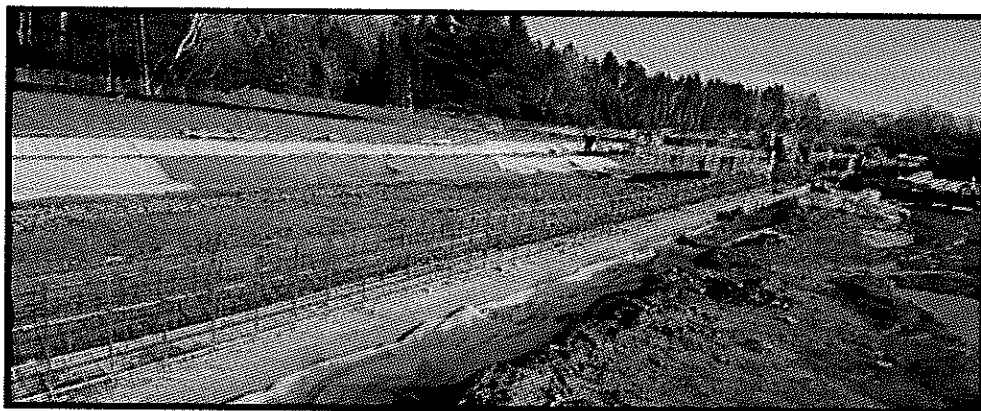
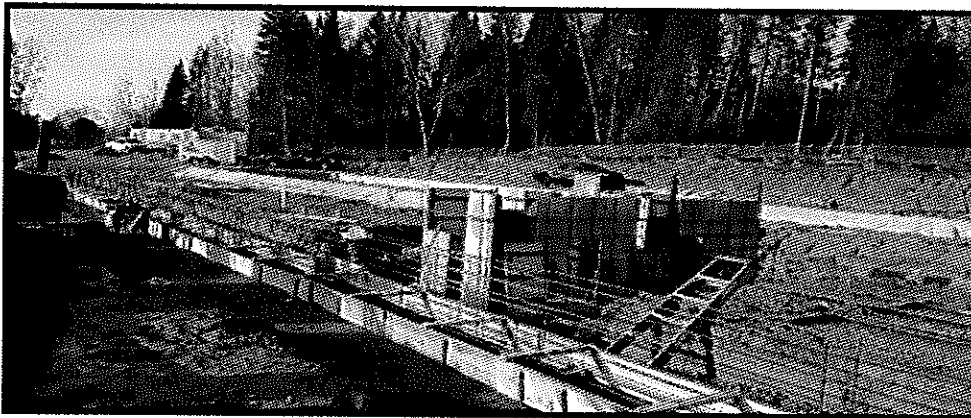
The first phase of the prototype includes:

- ◆ a new online user-centric, mobile-friendly application
- ◆ a new automated assessment process to process applications more quickly
- ◆ streamlined process for social assistance applicants to confirm their identity in real time

The prototype phase will allow the ministry to test the centralized and automated risk-based intake process, gather feedback, identify necessary changes and test new features and enhancements prior to a wider rollout. Their goal is to expand centralized intake for Ontario Works across the province over the next few months once the we prototype sites have been evaluated.

I was invited to speak at a meeting of the Rotary Club of Parry Sound. It was a fruitful discussion where I was able to articulate the role of PSDSSAB in the community and how clubs like Rotary are vital to the support of our clients. Rotary has taken a huge step forward in supporting the needs of the community during the pandemic and we thank them for that.

We have made great pace in moving forward with the NOAH housing project. I am pleased to share that the build is “on its way” and I will provide monthly updates starting in January. Below are a couple of pictures that I share with excitement.

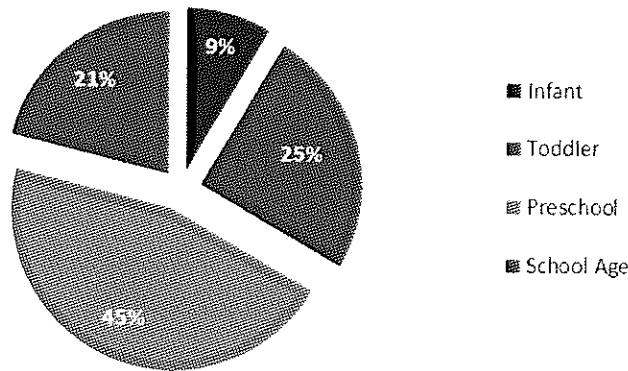


DIRECTLY OPERATED CHILD CARE PROGRAMS - Brenda Wiltshire, Manager

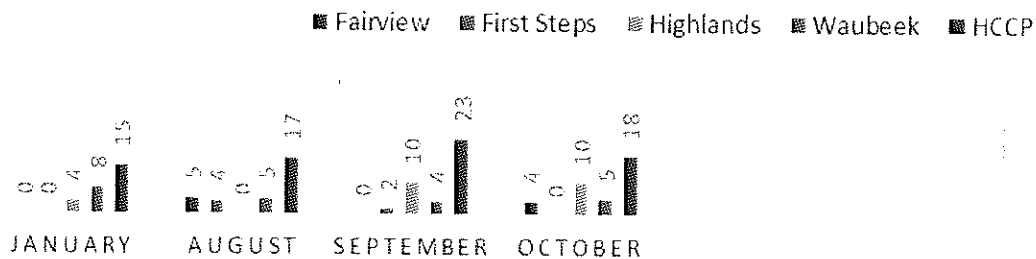
Licensed Child Care Programs

Total Children Utilizing Directly Operated Child Care in the District July 2020						
Age Group	Fairview ELCC	First Steps ELCC	Highlands ELCC	Waubee ELCC	HCCP	Total
Infant (0-18m)	0	0	3	4	14	21
Toddler (18m-30m)	8	12	7	14	20	61
Preschool (30m-4y)	14	13	19	30	36	112
School Age (4y-12y)	21	0	0	0	31	52
# of Active Children	43	25	29	48	101	246

PERCENTAGE OF CHILDREN BY AGE GROUP



DIRECTLY OPERATED CHILD CARE WAITLIST BY PROGRAM



All the Directly Operated Child Care Programs remain free of any positive COVID-19 tests and enrollment continues to steadily increase as parents return to work. Licensed child care programs are required to submit a report to the Ministry of Education whenever a child has 2 or more worsening symptoms not related to seasonal allergies or other chronic medical conditions. Parents can choose to have their child tested for COVID-19 and return to care when a negative test result is received and their child is 24-hours symptom-free or they can choose to self-isolate their child for 10 days and return to care when the child is 24-hours symptom-free. The Ministry of Education is supplying all licensed child care programs and EarlyON Child and Family Centres with PPE as it is now required that all staff wear medical-grade masks and face shields or eye protection such as safety goggles when interacting with the children. All other health and safety protocols remain in place.

Inclusion Support Services

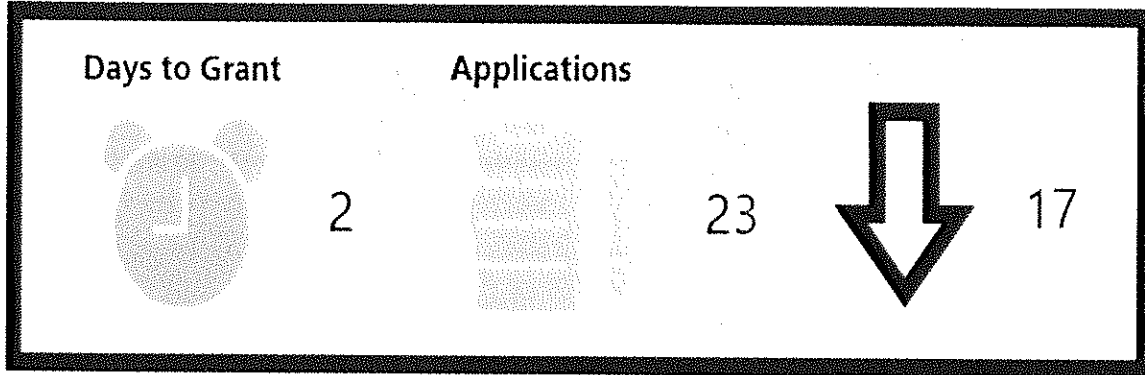
Inclusion Support Services Stats for September 2020						
Age Group	EarlyON	Licensed Early Learning & CCC's	Total	Waitlist	New Referrals	Discharges
Infants (0-18m)	0	0	0	0	0	0
Toddlers (18m-30m)	2	4	6	0	1	0
Preschool (30m-4 y)	12	23	35	2	0	9
School Age (4y+)	16	18	34	2	0	9
TOTAL	30	45	75	5	1	11

EarlyON Child and Family Programs

EarlyON Child and Family Centre - September 2020		
Activity	September 2020	Year to Date
Number of Children Attending	11	2440
Number of New Children Attending	11	112
Number of Families Visiting	8	1865
Number of New Families Visiting	8	104
Number of Virtual Programming Events	10	147

The three main EarlyON sites (Parry Sound Hub, South River, and Burk's Falls) have now re-opened and are offering programming Monday's, Wednesday's, and Friday's from 9:30am-12:00pm. Virtual programming is continuing through social media and parent workshops such as Triple P will be offered virtually in the coming weeks. The EarlyON Facilitators are working with community partners to begin offering the Moms to Moms group using ZOOM where new mothers can meet up and share experiences with one another and receive resources and information from community partners such as the local public health unit, Handsthefamilyhelpnetwork, One Kids Place, and our own program facilitators. Topics will include: child development, post-partum depression, nutrition, COVID-19 related concerns, etc.

Applications September 2020



**Data from the Social Assistance Performance Report and Tracking Impacts of COVID-19 report

We saw a decrease in OW and Emergency Assistance applications that we received in September. The last 4 week period for CERB was paid from August 30th to September 26th, where people could then transition to EI. This has helped mitigate the anticipated surge of OW applications.

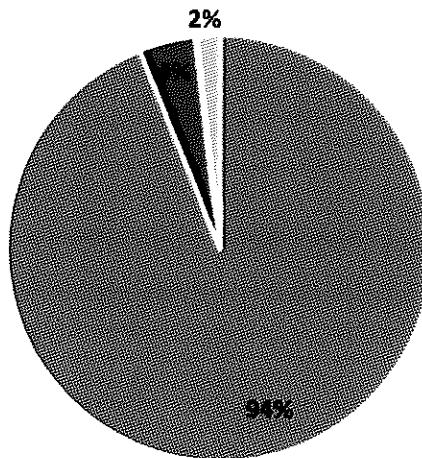
MyBenefits

We are now at **12.02%** of the caseload registered with the MyBenefits web service.

DBD Enrollment

We remain steady with 94% of the caseload registered for Direct Bank Deposit.

Payment Receipt Method-September 2020



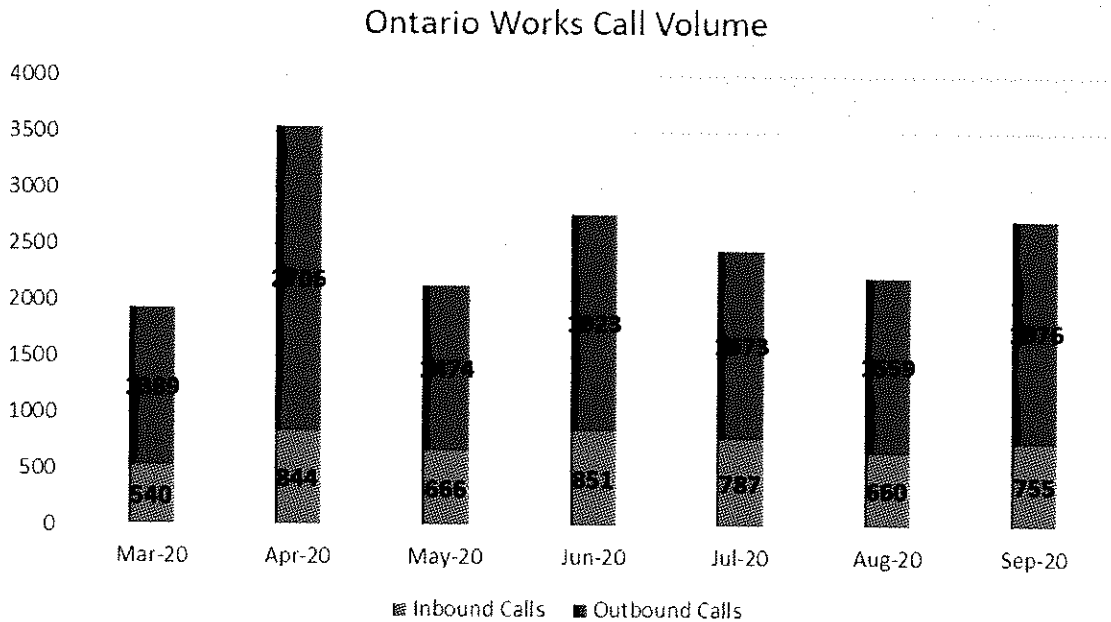
■ Direct Bank Deposit ■ Reloadable Payment Card * Paper Cheque

CHPI Spending - Social Assistance

Our CHPI spending for Social Assistance recipients was up from August. We saw an increase in clients served as well. Spending was on par with September 2019 levels.

	Community Homelessness Prevention (CHPI) Applications September 2020	Amount Spent	Community Homelessness Prevention (CHPI) Applications September 2019	Amount Spent
Parry Sound	OW-1 ODSP-9	\$7,260.60	OW-3 ODSP-0	\$6,679.10
South River	OW-5 ODSP-5	\$10,862.00	OW-7 ODSP-8	\$11,914.70
TOTAL	OW-6 ODSP-14	\$18,122.60	OW-10 ODSP-8	\$18,593.80

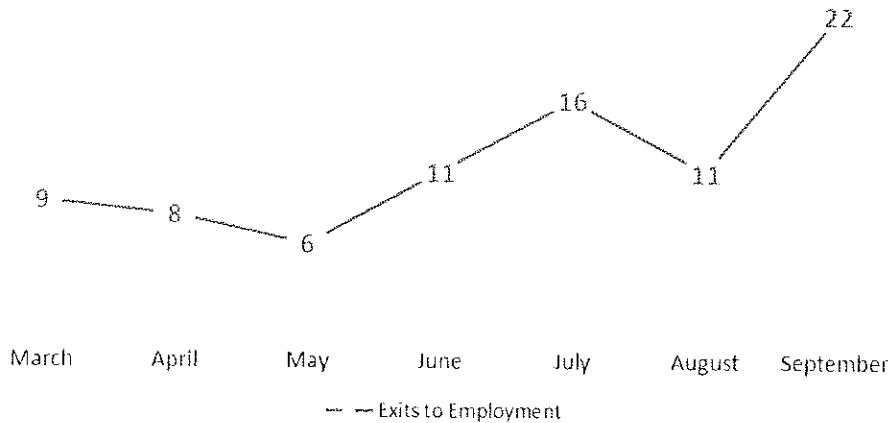
Ontario Works Call Volume Statistics



Call volume to OW Caseworkers increased slightly in September and has remained steady throughout the summer months and as we enter the autumn months. This does not include other methods of communication such as texting or email.

Employment

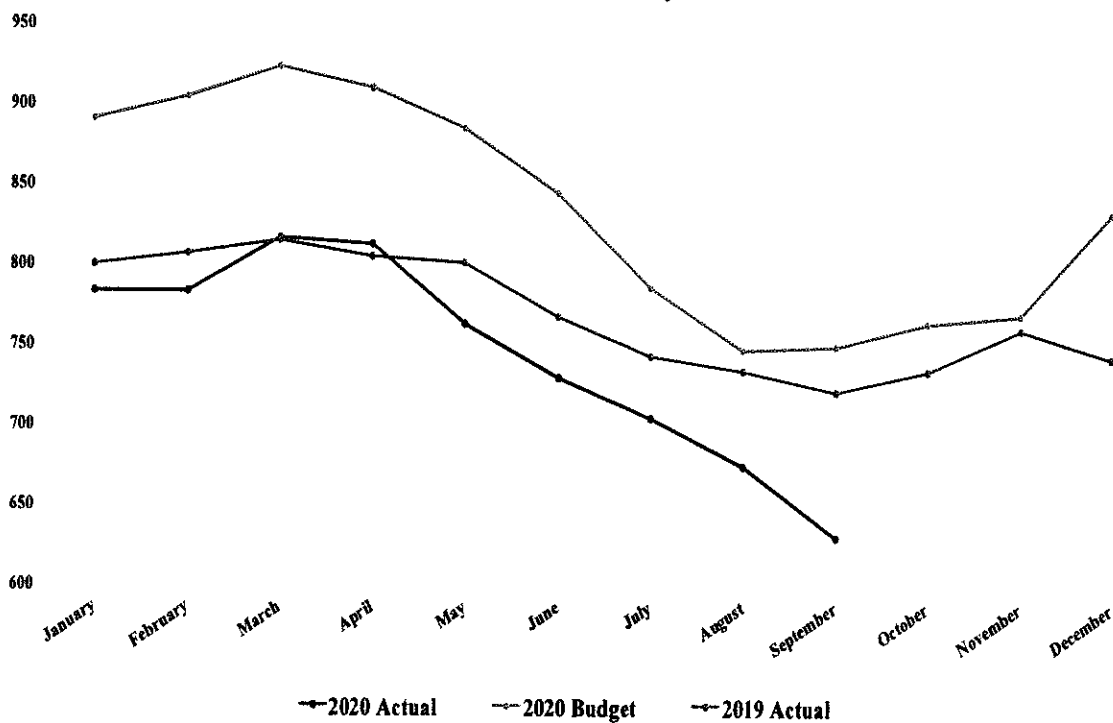
EXITS TO EMPLOYMENT



The program had a great month in supporting people exiting to Employment. Nearly 4% of the caseload moved to employment and 44% of all of our case closures in September were to employment. In comparison to September 2019, we doubled the total amount of people that moved to employment. This is positive as this is typically a time when seasonal employment begins to wind down.

Data from the Social Assistance Performance Report

2020 Caseload Activity

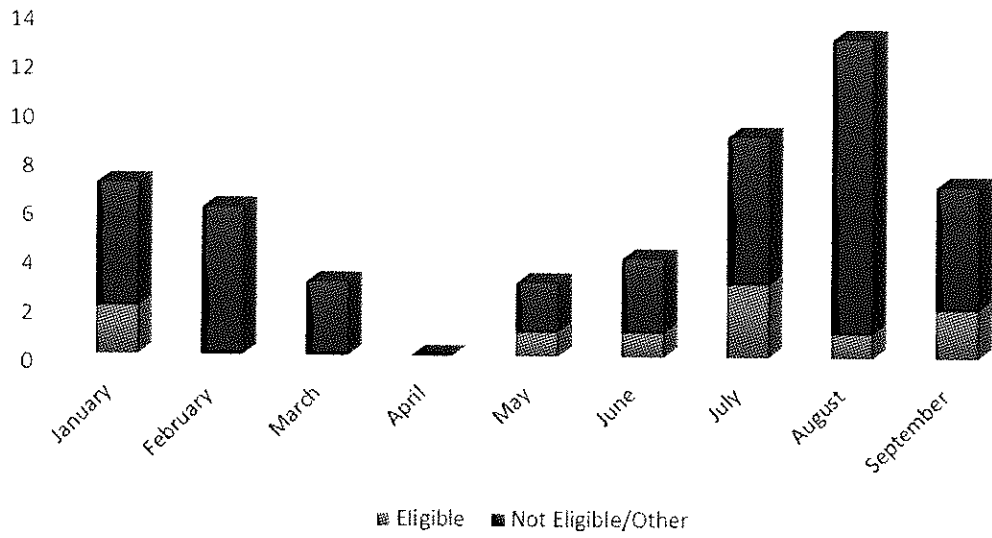


LEGEND	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
2020 Actual	783	783	817	813	763	729	704	674	630			
2020 Budget	891	905	924	911	886	845	786	747	749	764	769	833
2019 Actual	800	807	815	805	801	768	743	734	721	734	760	742

CHILD CARE SERVICE MANAGEMENT - Jeff Degagne, Manager

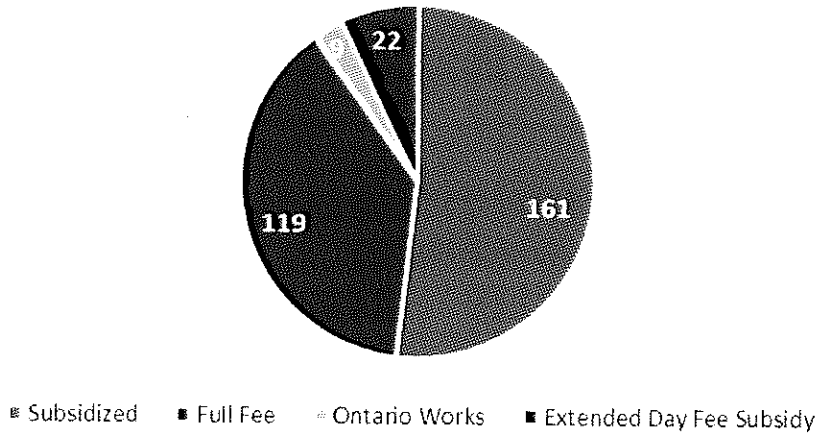
OLAF

2020 OLAF Fee Subsidy Applications



Child Care Fee Subsidy Statistics September 2020

Total Children by Funding Source in District



HOUSING & INTEGRATED SERVICES - Pam Nelson, Manager

Housing Programs

Social Housing Centralized Waitlist Report - September 2020			
	East Parry Sound	West Parry Sound	Total
Seniors	8	93	101
Families	81	327	408
Individuals	265	202	467
Total	354	622	976
Total Waitlist Unduplicated			412

Community Housing Centralized Waitlist (CWL) 2019-2020 Comparison Applications and Households Housed from the CWL											
Month 2019	New App	New SPP	Cancelled	Housed	SPP Housed	Month 2020	New App	New SPP	Cancelled	Housed	SPP Housed
Jan	15		4	1		Jan	6	1	6	5	0
Feb	10		3	7	1	Feb	15		11	3	
Mar	9	1	1	1		Mar	10				
Apr	16		2	1		Apr	3		5	4	
May	13		1	2	1	May	1		8	2	
June	4	3	4	1		June	1		3		
July	4	1	5	2	1	July	5		13	2	
Aug	9		14	3	1	Aug	10		6	2	
Sept	10		1	3		Sept	4	2	6	3	1
Oct	6		2	3		Oct					
Nov	9		1	1		Nov					
Dec	9		8			Dec					
Total	105	5	38	25	4	Total	55	3	58	21	1

**** SPP = Special Priority Applicant****

- ◆ New apps include two (2) applicants who refused an offer of accommodation and were placed back on the waitlist with a new chronological date
- ◆ Two (2) cancellations were due to Offers of Accommodation unable to contact applicant with information on file
- ◆ Three (3) cancellations were refusals of Offers of Accommodation and applicants requested to be removed from the waitlist
- ◆ One (1) request to be removed from the waitlist

Homeless Prevention Program - Community Relations Workers

For the month of September 2020

Support

All services performed, provided, or arranged by the Homelessness Prevention Program staff to promote, improve, sustain, or restore appropriate housing for individuals active with the Homelessness Prevention Program, periodically within the month, not requiring intense case management.

Income Source	East	West
Senior	6	7
ODSP	13	26
Ontario Works	2	8
Low Income	12	27

Intense Case Management

Intense Case Management involves the coordination of appropriate services and the provision of consistent and on-going weekly supports, required by the individual to obtain and sustain housing stability.

Income Source	East	West
Senior	7	9
ODSP	10	20
Ontario Works	3	9
Low Income	8	18

Contact/Referrals

	East	West	YTD
Homeless	2	2	27
At Risk	2	4	57

Short Term Housing Allowance

Month	Active	YTD
September	8	23

Household Income Sources and Issuance from CHPI

Income Source	Total	CHPI
ODSP	1	\$50.00
Low Income	7	\$3,423.88

Reason for Issue	Total
Rental Arrears	\$2,594.00
Transportation	\$47.00
Food/Household/Misc.	\$295.00
Emergency Housing	\$537.88

Call Volume

Community Relations Workers Calls

September 2020	Incoming Calls	Outgoing Calls	Total
CRW's (2)	119	425	544

*this does not include communication through textbase/email with clients

Assessment Case Workers

September 2020	Incoming Calls	Outgoing Calls	Total
South River	128	245	373
Parry Sound	119	219	338

Reception

September 2020	Incoming Calls	Outgoing Calls	Total
South River	351	137	488
Parry Sound	826	192	1,018

HOUSING OPERATIONS - Sharon Davis, Manager

Esprit Place Family Resource Centre

Emergency Shelter Services	September 2020	Year to Date (2020)
Number of Women who stayed in shelter this month	8	55 Number of women who stayed in the shelter this year who were unique to the shelter
	Those new to the shelter this year: <input type="text" value="5"/>	
	Those who have stayed and had prior stays in the year: <input type="text" value="2"/>	
	Those who have stayed and were carried over from last month: <input type="text" value="1"/>	
Number of Children Active in program this month	0	9
Number of New Admissions (Children) (unduplicated)	4	14
Direct Service Hours to Women (Shelter and counselling)	80	636
Resident Bed Nights (Women & Children)	104	1,160
Occupancy Rate	35%	42%
Days at capacity	0	21
Days over-capacity	0	7
Phone Interactions (crisis/support)	58	528

Outreach Services		
	September 2020	Year-to-Date 2020
Number of Women Served this Month	14	92
Number of Women Registered in the Program	8	47
Number of Public Ed/Groups Offered	0	4

Transitional Support		
	September 2020	Year-to-Date 2020
Number of Women Served this Month	7	53
Number of Women Registered in Program	5	33
Number of Public Ed/Groups Offered	0	0

Child Witness Program		
	September 2020	Year-to-Date 2020
Number of Children Served this Month	3	44
Number of Children Registered in Program	0	18
Number of Public Ed/Groups Offered	0	1

Due to COVID-19, admission into the shelter is strictly based upon a woman who is actively fleeing a violent situation to include victims of human trafficking. Screening for COVID-19 is completed upon intake. The use of local motels is utilized for isolation, and physical distancing where appropriate. Support is provided to all women placed in motel stays, and will be counted as a "New Admission".

Capacity in the shelter has been reduced from 10 women to 5 based on physical distancing capacity.

Parry Sound Housing Corporation Activity		September 2020	Year-to-Date 2020
Move Outs	September 30 th , 2020	3	29
Move Ins	September 1 st , 2020	3	42
L1 Forms	Issued in September 2020	0	11
N4 - Notice for eviction for non-payment of rent	Issued in September 2020	0	4
N5 - Notice of eviction for disturbing the quiet enjoyment of the other occupants	September 2020	1	6
N7 - Notice of eviction for willful damage to unit	September 2020	1	3
COVID Wellness Checks	September 2020	95	
Pest Control	September 2020 - 8 buildings are monitored monthly		
Paramedicine	September 2020	3 buildings	
Tenant Home Visits	September	13	

Capital and Maintenance

Activity for the month of September

As part of increasing security measures within the buildings, security cameras have now been installed at 66 Church Street.

Walkways and patio replacement is now underway for the Magnetawan building. Not only will it be more steady to walk on, but also will improve the general aesthetic of the property. This project is scheduled to be completed by mid October.

The TV antenna has finally come down at the Roselawn building in South River!

Some strong winds made it very evident that some large trees were in need of removal before any damage could be done. 66 Church Street has seen a clean up of dangerous trees this month, both in front and in the back yard.